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| A blue and black logo  Description automatically generatedJOB DESCRIPTION *Please note, we often advertise for a Teaching Assistant/Higher Level Teaching Assistant. If you are seeking a copy if the higher-level teaching assistant job description and person specification, please email* *recruitment@hexagoncare.com* *to request a copy.* |   |

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| **Job Designation** | Teaching Assistant  |
| **Salary** | Dependent on qualifications and experience |
| Reports to | Teacher/Headteacher |

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| **Main Purpose of Job** | The TA will contribute to a range of teaching, learning and pastoral activities under an agreed system of supervision. The TA will support the qualified teacher as a part of a professional team and will be responsible for planning their role in lessons. The TA will be required to support pupils in different contexts and settings for example 1:1, small group, in class and outreach. |

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| **Main Duties and Responsibilities:** |
| Support for pupils * Implement structured learning activities and assist individual/group of pupils to complete tasks
* Undertake activities to assist in the development and monitoring of the personal, social and emotional needs of the pupils
* Develop positive relationships with pupils to assist pupil progress and attainment
* Assist in the devising of pupil’s individual targets and their monitoring and review
* Support pupils as part of a planned inclusion programme
* Support pupils with special needs and/or bilingual needs
* Contribute to the health and well-being of pupils
* Contribute to Individual Education Plans as appropriate

Support for the teacher* Contribute to the planning and evaluation of learning activities
* Assist in the monitoring/recording of pupil progress and development needs
* Assist in the production of learning resources
* Contribute to maintaining pupils’ records
* Undertake routine classroom administrative tasks
* Supervise the group for a short time, or for longer periods in a planned situation
* Assist in the management of pupil behaviour
* Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils’ work

Support for the school* Assist in creating an environment where effective learning can take place
* Work within school policies and procedures
* Promote positive working relationships with parents, carers and outside agencies
* Review and develop own professional practice
* Attend training as appropriate
* Take care for their own and other people’s health and safety
* Successfully complete a 6 month Induction Programme
* Be aware of the confidential nature of issues relating to the pupil/home/teacher/school
* Be able to transport students to offsite education activities.

Support for the curriculum* Assist in the educational and developmental learning programmes
* Support the use of ICT in learning activities
* Assist in alternative and enrichment curriculums

Community* Support pupils to develop positives strategies to understand and cope with community situations
* Support pupils in community based learning experiences
* Develop and maintain strong community links through collaboration with local organisations, agencies and charities
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| Other Requirements: |
| Hexagon Care Services is a national provider of children’s home and the post holder maybe expected to teach at other sites that are a reasonable distance to travel. |

General Statement

The above duties and responsibilities do not include or define all tasks that may be required by the post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed.

Equal Opportunities

The company supports Equal Opportunities in Employment and opposes all forms of unlawful discrimination on grounds such as colour, race, nationality, ethnic or national origin, sex, marital status, disability, sexual orientation, religion or belief and age. You are expected to comply at all times to the Company EO Policy and Guide to Equality document.

The above job description forms part of your Main Terms and Conditions of Employment. The Company reserves the right to vary duties and responsibilities at any time.

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| Signed: | Date |

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**PERSON SPECIFICATION**

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| Job Designation | Teaching Assistant  |

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| ESSENTIAL | DESIRABLE |
| Qualifications |
| TA qualification equivalent to NVQ Level 2 or above  |  | ü |
| Willingness to take part in appropriate training and personal and professional development | ü |  |
| A standard of written and spoken English that supports pupils’ learning | ü |  |
| **Experience/knowledge** |
| An understanding of the varied needs of children as they develop socially and academically | ü |  |
| A knowledge of behaviour management techniques that support school and classroom practices | ü |  |
| Experience of working with children with additional needs | ü |  |
| An understanding of the need for confidentiality | ü |  |
| The ability to implement clear, consistent and effective approaches to learning, securing excellent relationships and behaviour | ü |  |
| The ability to coordinate and support the work of others | ü |  |
| An understanding of pupil assessment and target setting for individual pupil improvement | ü |  |
| **Personal qualities** |
| Empathy for children with additional needs | ü |  |
| Energy, drive and enthusiasm | ü |  |
| Excellent interpersonal and communication skills | ü |  |
| Ability to analyse information and use sound judgement in complex situations | ü |  |
| Ability to manage time effectively | ü |  |
| A flexible and creative approach in supporting curriculum delivery | ü |  |
| A commitment to promoting equal opportunities and meeting individual needs | ü |  |
| The ability to deal with difficult situations and make appropriate decisions in line with the policies and procedures. | ü |  |
| **Additional requirements** |
| Full driving licence and access to own vehicle |  | ü |