

The Gatwick School Teaching Assistant

Job Description

Job Title: Teaching Assistant
Reporting to:
Location: The Gatwick School
Type of position: Permanent – Term Time Only

The Role

To provide a high standard of care and education in a child-centred environment, in consultation and with guidance from the teacher.

Professional characteristics:

- To be a positive, willing, contributing and adaptable member of the team at all times, ie a strong team player.
- To arrive punctually and maintain high standards of time keeping and reliability. Inform the absence line by 7.00am, if absence is likely.
- Maintain confidentiality at all times.
- Dress cleanly, neatly and appropriately.
- To welcome parents to the classroom, recognising them as partners in their child's education.
- Demonstrate positive and consistent discipline and behaviour towards the children.
- To be polite and co-operative with all colleagues and to be adaptable to different styles of teaching and learning that the teacher may adopt.
- To be committed to equal opportunities and to be aware of and respect the cultural and religious backgrounds of the children.
- To be flexible, adaptable and alert to unexpected and new situations that may arise within the daily routine.
- Be aware of the need to reflect on one's performance and to accept constructive criticism as a tool for improvement. Accept appraisal as part of the role.
- Take advantage of training courses and report back on the knowledge gained.
- To welcome, assist and support new members of staff/students.

Responsibilities:

Children:

- To be familiar with Development Matters and other relevant documentation eg policies.
- To make observations on children, and add to the child's Learning Journey for Profile information.

- Be aware of health and safety risks and be accountable for children at all times.
- Accept responsibility for working with groups of children and with the whole class when appropriate
- To discuss the child's educational and emotional needs with the teachers and to be available for parents' meetings, if necessary.
- To encourage an independent attitude towards learning and children having the correct equipment for school.
- To ensure safe supervision and an active role in duties in conjunction with other colleagues as and when appropriate.

Learning Environment:

- To take an active role in planning meetings and assist with the School Improvement Plan.
- Help to provide, maintain and take some responsibility for an aesthetically pleasing environment, including displays.
- To support the teachers in administration duties e.g. filing of children's work.
- To respond to general enquiries ensuring messages are passed on appropriately and promptly.
- To take an active role in supervising/running an after-school clubs along with other colleagues.

THE GATWICK SCHOOL
Person specification for Teaching Assistant (Primary)

EXPERIENCE & QUALIFICATIONS	Essential	Desirable
Qualified to NVQ Level 3		
A proven ability to engage with children.		
SKILLS AND KNOWLEDGE		
A knowledge and understanding of the Primary and Secondary curriculum.		
A knowledge and understanding of assessment, monitoring, target setting and evaluation, using this information to inform future planning.		
An ability to plan activities and supervise young children at an After School Club		
PROFESSIONAL SKILLS		
Able to reflect on and analyse own practice.		
High expectations of achievement and behaviour.		
Flexibility and desire to work as part of a team.		
Good organisational skills in work-related matters.		
A good level of ICT skills		
A good understanding of the principles of positive behaviour management		
PERSONAL QUALITIES		
A caring nature and a genuine love of children		
An enthusiasm and desire to provide the best possible experience for the children		
The willingness to challenge yourself and achieve excellence		
Able to work to deadlines and to work well under pressure		
The ability to inspire confidence in parents and colleagues in equal measure		
Tactful, respectful and sensitive to the needs of others		
Flexible and adaptable in approaching new ideas		
Strong commitment to the values and ethos of The Gatwick School		