

Job Description – Teaching Assistant

Teaching Assistant

Responsible to: Headteacher
 Grade: Dependant on experience
 Workplace: Mainstream school
 Hours / Weeks: All posts above are 38 weeks term time plus training days

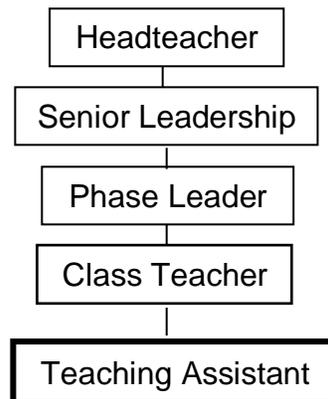
This job description may be amended at any appropriate time, following consultation between the Headteacher and the Teaching Assistant, and will be reviewed annually. Priorities for the year will be negotiated and highlighted.

The successful applicant will carry out the responsibilities of a teaching assistant as they apply to the specified child. If the child is absent they will work as a general teaching assistant.

Core purpose of post:

- Under the direction of teaching staff/managers, to assist with the care of individual (1:1) or groups of pupils, to support their learning and development, to access the curriculum, achieve their full potential and ensure their safety.
- To contribute to a high quality educational experience for pupils.
- To contribute to the delivery of the School Plan, supporting the Values based ethos, aims and vision of the school.

Organisation chart:



Safeguarding Children and Young People

The SCHOOL is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

Appointment to this post will be subject to the following pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Professional Registration (for qualified teaching staff)
- Disclosure and Barring Service (DBS) (for all staff and volunteers)

- References (these will be sought before interview)

A start date for successful job applicants will not be confirmed until clearance from all the above checks has been obtained.

Please note that the DBS check will reveal ALL convictions, reprimands, cautions and bind overs even if considered as spent within the Rehabilitation of Offenders Act. As this post is a regulated activity, a DBS check is essential.

General duties and responsibilities

Support for Pupils

1. To attend to the educational, personal and social needs of pupils and any other requirements depending on the pupil's special needs and, wherever possible, make these part of the learning experience (this may include toileting, other hygiene needs, help with dressing and/or assisting with feeding if necessary).
2. Under agreed school procedures, to give first aid/medicine where necessary; assist with programmes of special care such as physiotherapy, hydrotherapy or speech therapy under the direction of the appropriate specialist. Manual lifting to assist students with these needs may be required.
3. To promote and support the inclusion of all pupils in the learning activities in which they are involved.
4. Whilst there may be a specific requirement to support a named pupil or pupils with an Education, Health & Care Plan (EHCP) or Statement of Special Educational Needs, support to other pupils may also be required, at the direction of the Headteacher.
5. To assist with preparation for school visits and the supervision of pupils on such visits, as directed by the teacher.
6. Enable identified pupils to achieve success, to develop confidence and work towards the targets that have been set for them.

Support for Teachers

1. To assist in the efficient preparation, maintenance and use of classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient use of school resources (this may include photocopying, arranging displays of work etc)
2. To assist teachers with educational activities in the classroom to support pupils' learning and development.
3. To work with individuals and groups to support expectations of acceptable personal and social behaviour and on basic tasks help to make these part of the learning experience

4. To assist with assessment, record-keeping on pupils as required, including information on pupil progress.
5. To assist the class teacher in delivering Individual Education Plans (IEPs), as necessary.
6. Liaise with the SENCo and curriculum leader giving information of any developments.

Support for the school

1. To work effectively with colleagues as part of a team; at all times working within the school's policies and procedures.
2. To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the Headteacher/Manager.
3. To attend staff meetings, participate in performance management arrangements and undertake training and development activities.
4. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
5. To undertake tasks of a similar nature and level, as directed by the Headteacher/Manager.

Behaviour Management

1. Implement behaviour management programmes within school and the community, including 1:1 supervision where necessary
2. Support individual pupils who have challenging behaviour to ensure their access to the curriculum
3. To help the child focus his/her attention and keep on task.
4. To help the child develop positive relationships with other children and adults.
5. To be ready to listen to the child and offer appropriate support when necessary.
6. To provide feedback to enhance the child's esteem and to encourage acceptable behaviour

General

1. Deal with incidents of First Aid as a qualified First Aider
2. Responsibility for safeguarding and promoting the welfare of children at the academy.
3. The Academy has a commitment to be inclusive in terms of ethnicity, gender, disability, social background and academic ability and expects all staff to share this responsibility.

4. Share and actively promote the academy's commitment to promoting equal opportunities and tackling discrimination
5. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances.
6. Demonstrate a commitment to personal and professional development by attending related courses, workshops or seminars.
7. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the Academy.
8. To carry out other relevant duties as may be reasonably requested by the SENCo / Headteacher commensurate with the pay and grade of the post of Teaching Assistant.

Signed by post holder

Date