

**Job Description
Teaching Assistants (TA)**

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| Job Title: | Teaching Assistants |
| Contract Type: | Full Time Fixed Term |
| Hours of Work: | |
| Responsible to | Headteacher |

Main Purpose

The TAs will contribute to a range of teaching and learning activities for individual pupils, small groups and whole classes.

- Work with class teachers to raise the learning and attainment of pupils particularly those with special educational needs and disabilities (SEND)
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement including supporting communication, social interaction, emotional regulation and independence skills

Duties and Responsibilities:

Teaching and Learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND) and pupils with Education, Health and Care Plans (EHCPs)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the school's policy and procedures including positive behaviour support and de-escalation approaches
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a calm and safe learning environment including consideration of sensory needs and regulation strategies
- Observe pupil performance and pass observations on to the class teacher and contribute evidence towards EHCP reviews and individual targets
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning including assistive technology and alternative communication systems where appropriate
- Undertake any other relevant duties given by the class teacher
- Support the use of visual timetables, Makaton, PECS, AAC devices and other communication tools where appropriate
- Deliver targeted interventions and personalised learning programmes under the guidance of the teacher and SEND Lead.

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons, as appropriate, for individual pupils, small groups or whole classes, so that learning objectives are met.
- Support the implementation of EHCP provision and individual learning targets

Working with Staff, Parents/Carers and Relevant Professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Work closely with the SEND lead, therapists, educational psychologists and external agencies to support pupil outcomes

Professional Development

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures
- Participate in SEND-specific training including Autism, SEMH, communication and sensory processing needs

Other Areas of Responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our Safeguarding and Child Protection Policies
- Promote the safeguarding of all pupils in the school
- Be aware of confidential issues linked to home/pupil/teacher/schoolwork and to keep confidences as appropriate
- Promote the School Values
- Recognise the additional vulnerabilities that some pupils with SEND may experience and respond appropriately

Health and Safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's Child Protection Policy
- Look after children who are upset or have had accidents

- Follow individual risk assessments, care plans, medical plans and personal care procedures where required

The TAs will be required to follow school policies and the Staff Code of Conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the HLTA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

This job description may be amended at any time in consultation with the postholder.

Post Holder's Signature:

Name:

Headteacher's Signature:

Name:

Date: