



## **JOB DESCRIPTION**

<b>TITLE:</b>	Teaching Assistant
<b>SCHOOL:</b>	St Augustine's Academy
<b>RESPONSIBLE TO:</b>	Headteacher and Deputy Head
<b>PURPOSE OF POST:</b>	Under the guidance of a qualified teacher to support children in EYFS, KS1 and KS2, some with special educational needs including EHCPs, working with individuals or in small groups
<b>PAY SCALE:</b>	Level 2 or 3 dependant upon qualifications

### **PRINIPAL RESPONSIBILITIES:**

1. Provide support in the classroom to individuals/groups of pupils as directed by the class teacher, Deputy Head or Headteacher e.g. EHCPs, Provision Maps, Pastoral Support Plans.
2. Follow and implement the school's behaviour and any related policies and procedures.
3. Support children's good work with practices encouraging independence, listening skills and positive behaviour management.
4. Helping children with practical or physical activities in school or off site, organising resources and supporting individual pupil's self-organisation skills.
5. Under the direction of the class teacher / Deputy Head / Headteacher develop and maintain supportive relationships with parents, carers and others of the pupil's community. Contribute to the care, health and welfare of pupils in accordance with the relevant school policies and support the outcomes of Keeping Children Safe in Education.
6. Keep records and provide feedback to teaching and other staff on pupils' behaviour and progress.
7. Contributing to Provision Maps and reporting and assessment procedures as appropriate.
8. Demonstrate good time keeping.
9. Supporting children with intimate care as necessary.
10. To undertake any other duties of a similar level and responsibility as may be required.

## **CONTEXT**

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. They are required to support and follow all relevant school policies including those for behaviour and child protection. This will mean focusing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment. They should be involved in promoting the acceptance and integration of pupils with special educational needs. They might also be involved assisting pupils for whom English is an additional language.

**We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. We will carry out online checks and require a criminal Record Self Declaration form to be completed by shortlisted candidates. We require enhanced DBS checks on all staff and volunteers and take references. We are equal opportunities employers and welcome applications from all members of the community.**