



MANORSIDE
ACADEMY

JOB DESCRIPTION

NAME:

POST: TEACHING ASSISTANT for PUPIL RESOURCE BASE

RELATIONSHIPS

The post holder is accountable to the Primary Resource Base teacher and Inclusion Lead in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO).

PURPOSE:

- To provide direct support for the qualified teacher by preparing an effective learning environment establishing good relations with all pupils giving appropriate comfort and care as directed.
- To provide support as directed by the Principal.
- To assist the pupils to reach their full potential by maintaining a safe working environment.
- To provide care and support for pupils by supporting learning through planned and differentiated activities.

GENERAL:

- Select and prepare learning resources and materials and to carry out the learning activities under the guidance of the teacher. Prepare and adapt resources to meet individual needs or group needs. Check on availability and ensure supplies are available as agreed with the teacher.
- To clarify with the teacher the objectives for literacy and numeracy development and the type of support you are to give. Agree with the teacher on when support is needed by pupils. Then agree and provide support to pupils for follow up tasks.
- Select suitable ICT resources and encouraging their use by pupils in learning activities.

- Seek assistance from teacher where there are difficulties in supporting the learning activities and provide feedback/information to the teacher on how the activity went. Offer constructive and timely suggestions as to the support you can provide to a planned activity and give constructive suggestions about possible difficulties for some pupils.
- Monitor and record pupil response to activities and give regular oral and written feedback to the teacher.
- Check the availability and location of safety equipment and ensure safety in the learning environment.
- Work closely with the teacher to maintain accurate, legible, updated and secure records. Provide relevant information for records and reports.
- Carry out administrative duties as required by the teacher in collecting and collating information, which has to be passed on.
- To support the pupil(s) through the development of good, productive working relationships with pupils which encourage independence and responsibility for his/her own behaviour.
- Monitor behaviour attentively in order to defuse possible conflict situations by encouraging and re-enforcing positive behaviour and interaction between pupils. Seek assistance in conflict situations that are outside your role and authority to resolve.
- Observe behaviour patterns in pupils and report concerns to relevant persons. Support individuals and groups in complying with behaviour targets the teacher has set. Demonstrate respect for others in interactions with pupils and other adults.
- Respond to pupils appropriately, encouraging them and keeping them on task. To manage own behaviour in response to pupil actions, to provide a good model for pupils.
- Give encouragement and feedback to pupils using the language and vocabulary related to the learning objectives of the literacy and numeracy curriculum/strategies.
- Provide comfort and immediate care for minor accident, upsets and ailments.
- Organise, escort and supervise pupils with out of school activities.

ADDITIONAL INFORMATION:

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the post holder.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that the duties may vary from time to time without changing their character or general level of responsibility.

Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of the Trust.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Chief Executive Officer or his/her representative.

This job needs to be considered in the context of a changing and evolving Trust and therefore the duties detailed here will need to be adjusted to meet the needs of a changing organisation.

**NOTE:
This job description will be reviewed at least once a year and may be subject to modification or amendment after consultation with the post holder.**

**Signed: Date:
Postholder**

**Signed: Date:
Principal**

THIS POST IS EXEMPT FROM THE REHABILITATION OF OFFENDERS ACT 1974

MANORSIDE ACADEMY IS COMMITTED TO PROVIDING A SAFE, SUPPORTIVE AND STIMULATING ENVIRONMENT FOR ALL ITS PUPILS FOLLOWING SAFEGUARDING CHILDREN 2004 GUIDELINES

High Expectations lead to High Achievers