



# JOB DESCRIPTION

**Job title:** Teaching Assistant

**Team:** SEND Team

**Reporting to:** SENDCo

**Contract:** Permanent, term-time only

**Grade:** 4 (Salary range - £25,185- £25,583 FTE)

**Hours/week:** 27.5

**Actual salary based on 27.5 hours per week, term-time only:** £15,658.81 – £15,906.27

**Location:** Based at Icknield Community College

## Main purpose of the role

Working in partnership with the SENDCo and the wider SEND team, to assist the teaching staff in advancing students' learning in order to raise their aspirations and support them in achieving their potential.

## SPECIFIC RESPONSIBILITIES:

### Supporting students

- Supervise and provide support for students, including those with SEND, ensuring their safety and maximising their access to learning activities.
- Assist with the identification of students' needs and the implementation of appropriate strategies to address these needs.
- Establish constructive relationships with students and interact with them according to individual needs.
- Promote the inclusion and acceptance of all students.
- Encourage students to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to students in relation to progress and achievement under guidance of the teacher.

### Supporting teachers

- Create and maintain a purposeful, orderly and supportive environment.
- Use strategies, in liaison with the teacher, to support students to achieve learning goals.
- Monitor students' responses to learning activities and accurately record achievements and progress as requested.

- Provide detailed and regular feedback to SENDCo and relevant teachers on students' achievement, progress, challenges, etc., as requested.
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Administer routine tests and invigilate exams.

## Supporting the curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the relevant learning activity and assist students in their use.

## Supporting the school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities, and performance development as required.
- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the Trust, as your employer and on you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Trust's Health and Safety policy.

## Variable hours Policy:

This position is subject to a variable hours clause where the contracted hours can be reduced by a third. This enables schools to manage the fluctuations in pupils' needs that can occur from one year to the next while offering a permanent contract.

## Safeguarding Children and Young People:

Acer Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.