

JOB DESCRIPTION



POST TITLE: TEACHING ASSISTANT

OVERALL PURPOSE OF THE POST

To work under the direction and instruction of Senior Inclusion leads and the leadership team to support access to learning for students/pupils. Assisting the senior Inclusion leads and teachers in the planning cycle including the management and preparation of resources, implementing agreed intervention programmes with individuals / groups both within and out of the classroom, and to provide support for the teaching and learning in the classroom for identified students/pupils.

MAIN DUTIES AND RESPONSIBILITIES

Support for students/pupils

- Promote independence and resilience with students/pupils and engage them in their learning. Use appropriate strategies to develop independence, correcting, modelling, clueing, prompting and self-scaffolding
- To support and have a good understanding of students/pupils with SEND
- Praise and reward students/pupils for their efforts and achievements
- Provide feedback to students/pupils relating to their learning progress and achievements
- To promote good behaviour, dealing promptly with conflict and incidents in line with policy and encouraging students/pupils to take responsibility for their own behaviour. Attend to the students'/pupils' personal needs and implement related personal programmes including social, health, physical, first aid and welfare matters where appropriate
- Establish excellent relationships with students/pupils built upon respect and consistent communication and application of our Academy standards and expectations, acting as a role model for all
- To assist with creating pupil profiles for students/pupils to outline needs and useful strategies to support
- To assist with the development and implementation of referrals and Support Plans
- Encourage students/pupils to interact and work cooperatively with others
- Receive and supervise students/pupils excluded from or otherwise not working to a normal timetable
- Act as a keyworker for identified students/pupils
- You will be expected to work across all areas of SEND and Inclusion in order to meet the needs of all learners

Support for the Teacher

- To promote the inclusion and acceptance of all students/pupils within the classroom
- To work with the teacher to enable the lesson goals to be achieved by all students/pupils

- To provide objective and accurate feedback and reports, as required, to the teacher, on student/pupil achievements, progress and other matters
- To provide feedback to students/pupils on their progress and next steps in learning
- To liaise sensitively and effectively with parents/carers gathering and reporting information as agreed with the teacher within your role and responsibility and to participate in feedback sessions/meetings with parents/carers

Support for the Curriculum

- Support students/pupils to understand instructions and assist them in accessing learning activities through specialist support
- Implement agreed learning activities/intervention programmes, adjusting activities according to student/pupils responses/needs
- To administer and assess routine tests and invigilate exams/tests.
- To undertake planned supervision of students/pupils out of school hours learning activities
- Support learning by arranging/providing resources for lessons/activities under the direction of Senior Inclusion Leads and class teacher when in class

Support for the Academy

- Be aware of and comply with policies and procedures relation to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with the policy
- Be aware of and support difference and ensure all students/pupils have equal access to opportunities to learn and develop
- In conjunction with senior Inclusion leads, support the role of other professionals, establishing constructive relationships and communication with other agencies in order to support the achievement and progress of students/pupils
- Share information about students/pupils with other staff, parents/carers, internal and external agencies as appropriate.
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the monitoring of students/pupils out of lesson times including both before and after school and at lunchtimes / break periods
- Accompany teaching staff and students/pupils on visits, trips and out of school activities as required
- There may be an occasional requirement to attend work outside of the normal working day for which appropriate payment would be made

General duties and responsibilities

- Appropriate knowledge of First Aid may be required, for which training will be provided.
- To appropriately maintain the confidentiality of the working environment

- Contribute to and promote the overall ethos/aims of the Academy/Trust
- Support and maintain a positive working environment between colleagues across the Academy
- To undertake training as required
- To be familiar and comply with all relevant Health and Safety, Management of Risk, Operational, Personal, Data Protection, GDPR and Financial Regulations policies and procedures.
- To ensure duties and responsibilities are carried out in a safe manner and safe working practices are adopted, in accordance with the Health and Safety at Work Act, 1974.
- To understand and comply with procedures for emergency evacuation
- The role is based at in the specified Academy but may involve working at locations in the trust

OTHER

All ACET staff are expected to:

- Appropriately maintain the confidentiality of the working environment;
- Promote and support the aims, ethos and vision of the academy/trust;
- To comply with all ACET policies and procedures;
- To comply with all statutory guidance as relevant for their role, including the Health and Safety at Work Act 1974;
- Work in a flexible manner, undertaking any reasonable duties commensurate with the salary and grade of the post.
- Work in other ACET academies, as required (with travel payment if appropriate).

The purpose of this job profile is provide an overview of the duties and responsibilities involved in this role, however it is not intended to be exhaustive. In consultation with the post holder, this profile may be reviewed and could be subject to change during the course of employment.

ACET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.