

## JOB DESCRIPTION

<b>Section:</b> Teaching Assistants	<b>Reports to:</b> Headteacher
<b>Job Title:</b> Teaching Assistants	<b>Salary:</b> NJC Range 3 £24,790 - £25,183 <b>PLUS</b> £2,000 TA Academy Allowance
<b>Working Pattern:</b> 33.5 hours per week	<b>Weeks per annum:</b> 39

### PURPOSE OF JOB

- To undertake work/care/support programmes and to enable access to learning and to assist a teacher in the management of pupils in the classroom.
- To support teaching staff in the development and education of pupils with the provision of specialist skills as appropriate.

### MAIN DUTIES AND RESPONSIBILITIES -

#### General

- To undertake any duties of an appropriate nature as may be reasonably required by the Head of Campus
- To assist teachers to maintain both the health and safety of all students and good order and discipline: to do so within the school's policies and guidelines.
- To be familiar with and follow all the school's policies and guidelines on all areas and aspects of school life.
- To play some part in the cycle of school and self-evaluation, planning monitoring and the delivery of school improvement.
- To help teachers maintain a classroom or rooms to the highest standard: supporting the comfort, safety, self-esteem and learning of the students.

#### Supporting Learning and Teaching

To help and support teachers to deliver effectively in the following areas:

- To undertake class teaching and all associated preparatory, assessment, recording and reporting work, in a subject specialism and/or other curriculum areas.
- To demonstrate skills in, and understanding of, a variety of teaching and learning strategies.
- To lead and/or substantially contribute to the planning and delivery of any necessary policy documents and schemes of work for those subjects.

- To impart, knowledge skills and understanding to each pupil following modified and individualised schemes of work that deliver the National Curriculum both within and, if appropriate, outside the prescribed Key Stages and programmes of study for each subject delivered.
- To regularly review the methods of teaching and programmes of work.
- To actively and demonstrably support and promote literacy, numeracy, ICT and Key Skills via their curriculum areas.
- To actively and demonstrably support and promote the personal, social and moral development of the students via their curriculum area.
- To keep abreast with current thinking and development by attendance at appropriate courses, reading and other means of professional updating and training.
- To participate in meetings at the school which relate to the curriculum or the organisation and administration of the school.
- Supporting the curriculum as appropriate for groups and individuals.

#### **Supporting, Caring and Mentoring**

To help teachers to deliver effectively in the following areas:

- To know well and to be actively responsible for each individual pupil within the group sharing their successes and challenges.
- To intervene and provide support in promoting the general progress academically, socially and personally of all pupils within the group and to encourage them to take as full and active a part in the wider life of the school as possible.
- To liaise with colleagues, parents, educational support services and other agencies as appropriate.
- To lead or contribute significantly to any pertinent or necessary recording, reporting or assessment.

#### **Support Their Own Personal Development by:**

- working collaboratively with colleagues.
- seeking help and advice as appropriate.
- building on and developing prior specialists knowledge and experience.
- undertaking further training as appropriate.
- seeking to improve practice via observation and discussion with colleagues.

### **Caring and Supporting**

- Provide care, support, guidance, discipline and encouragement to the students in our care.
- Sponsor and care for all youngsters: offering them fairness, boundaries, compassion.
- Act as a positive role model for staff and students alike.
- Behave as good, responsible parents would in caring for and managing the youngsters.
- Work successfully alongside parents, stakeholders and outside agencies in fulfilling responsibilities.
- Interact appropriately with all members of the school community and its stakeholders.
- Adopt and implement the values and principles of physical restraint alongside the school's stated policies on safety, care and control and behaviour management.
- Proactive in maintaining the Academy environment: taking appropriate action where necessary.

**MAIN DUTIES AND RESPONSIBILITIES - OTHER**

- To maintain confidentiality at all times in respect of Academy related matters and to prevent disclosure of confidential and sensitive information
- To work within and encourage the Academy's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour
- All staff have a responsibility to promote the safeguarding of children and young people
- Contribute to the overall aims and targets of the Academy, appreciate and support the roles of other members of the staff team
- Attend INSET, appropriate training and relevant meetings as required and participate in the Academy's performance management process
- Carry out all duties and responsibilities with reasonable care for the health and safety of yourself and any other persons who may be affected by your acts or omissions at work and to co-operate fully with the Academy in health and safety matters

***Note: This JD is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties. The duties of this post may vary from time to time, as required by the Head of Campus, without changing their general character or the level of responsibility entailed.***

**Digital Sign Job Holder:**

**Date:**