



Job Description

Teaching Assistant

Job Title: Teaching Assistant

Hours per Week: 31.25 hours per week (Monday-Friday 08.30am-3.15pm, daily 30 minutes unpaid break)

Weeks per Year: 38 Weeks per Year (Term Time)

Salary: Bucks Pay Range 1b Point 6-10

Purpose

The Teaching Assistant post is within the school's teaching structure. The post holder will work with teachers to support teaching and learning by working with the class, small groups or individuals under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan. To support the class teacher in delivering the learning intervention.

Post holder is responsible to the Headteacher.

Main responsibilities of the post

- To play a full part in the life of the school community and support its ethos
- Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans
- Promote the physical, intellectual, social and emotional development of pupils under the direction and guidance of the class teacher, SENDCo and the Senior Leadership Team
- Support pupils' learning in the class under the direction of the Class Teacher
- Assist in the implementation of Individual Provision Maps, SEND Support Plans, and support pupils' needs as outlined in pupils' EHC Plans and help monitor their progress against SMART targets
- Work with other professionals, such as speech and language therapists and occupational therapists, as necessary
- Liaise with class teachers about children's welfare and progress
- To set high expectations for pupils' behaviour in accordance with school standards to ensure that pupils' behaviour is conducive to Inclusive Quality First Teaching
- To set high expectations for pupils' behaviour in accordance with school standards and policy
- Foster effective professional relationships with all stakeholders which promote the school's vision and ethos
- To support and contribute to the school's responsibility for safeguarding children

Other duties

- Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities
- Assist class teachers in maintaining pupil records
- Carry out tasks associated with pupils' personal hygiene, (including personal intimate care) and welfare, including physical and medical needs, whilst encouraging independence
- To cover other colleagues' TA roles within the school, where required, to ensure the safety of all children is not compromised due to staff illness
- Support class teachers in the preparation of classroom resources and materials
- Provide break and lunchtime supervision
- Be aware of, and implement, Trust's and School's procedures and policies as per the Staff Code of Conduct
- Where appropriate, liaise with parents in accordance with school guidelines
- Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate
- Report any concerns regarding pupils on CPOMS and notify the safeguarding team

Support for the School

- Be aware of and comply with the Trust's and School's policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Report all concerns to the appropriate individual(s)/departments as stipulated in the policy concerned.
- Maintain discretion and confidentiality, both in and outside school
- Attend team, staff meetings and INSETs where appropriate

Professional Development

- To actively pursue own personal and professional development
- Participate in training and other activities as required
- Undertake training as required by the school

The above list is not exhaustive or exclusive. The role requires the post holder to be professional, co-operative and flexible in line with the business needs of the Trust and School.

The post holder is required to undertake additional duties, as may be required by the headteacher which are reasonably expected within the scope and grading of the post and the needs of the school.

Signed (postholder): _____

Date: ____/____/____

Signed (Headteacher): _____

Date: ____/____/____