

Reinwood I & N School

Job Title: Educational Teaching Assistant

Contract Type: Full time / Temporary

Salary: Grade 5

Responsible to: Head Teacher



Purpose of the Role

To work under supervision, direction and guidance of the teaching/senior staff. Assisting the teacher in the overall delivery of the Curriculum and undertake work/care/support programmes to enable access to learning for pupils and the teacher in the management of pupils in the classroom. Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement. Promote pupils' independence, self-esteem, well-being and social inclusion.

Work may be carried out in the classroom or outside the main teaching area.

Key Responsibilities

Teaching and Learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher e.g. filling, photocopying
- Participate in, and assist in, supervision of educational visits, in conjunction with the teacher/line manager.
- Provide playtime and lunchtime cover as required.

Planning and Assessment

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons
- Prepare the classroom for lessons

Health & Safety, Wellbeing and Behaviour

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents, dealing with deal with the personal care and comfort and necessary minor medical treatments of pupils, i.e. toileting and intimate care issues (as per school guidance and direction).
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Demonstrate a commitment to positive behaviour management throughout school.
- Care for the physical and emotional welfare of children within the class/school.
- Show care for any other child within the school with whom they come into contact.
- Liaise with agencies responsible for pupils' welfare.
- As required to deal with pupils who require physical restraint and intervention, under the direction of the Headteacher.

Inclusion and Safeguarding

- Promote equal opportunities ensuring that, specifics of gender, race, class, ability and disability are treated in a positive and non-discriminatory manner.
- Ensure all children, including those with SEND and disadvantaged pupils, are well supported
- Work closely with the SENDCo and external agencies where appropriate
- Maintain the highest standards of safeguarding and welfare
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school
- Report to the DSLs any child about whom they are concerned.

As part of your wider duties and responsibilities you are required to promote and actively support the school's responsibilities towards safeguarding.

Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable. Safeguarding is everyone's responsibility.

Meetings and Professional development

- Attend meetings with colleagues, parents or other agencies.
- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Share corporate responsibility in the implementation of school policies and practices.

Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities
- Be a good role model to pupils in school.

General

- Carry out other duties as the Head Teacher may reasonably require, relating to the efficient organisation of the school, and to any necessary adjustments in the specified time allocations.

This job description may be amended at any time in consultation with the postholder.

• **Last review date:** [date when this document was last reviewed]

• **Next review date:** [date when this document will next be reviewed]

• **Headteacher/line manager's signature:** _____

• **Date:** _____

• **Postholder's signature:** _____

• **Date:** _____