



Job Description: Teaching Assistant

Title of Post	Teaching Assistant Level 2
Grade and SCP	Grade 5 (SCP 6-7)
Hours/Working Weeks	37 hours per week, term time plus two PD days
Post Status	Fixed term 2 years in first instance
Accountable To	Headteacher

Main Purpose

- Working under the instruction of the Headteacher and teaching staff, Teaching Assistants support access to learning for students and assist the teacher in the management of students in the classroom. Work with students will be carried out in the classroom and during intervention sessions as required.
- For this role you will be required to work 1:1 alongside a student's personal needs and assist with the development and implementation of Individual health and personal care programmes.

The role is flexible and other responsibilities are likely to include:

- Working with class teachers to raise learning and attainment of students
- Out of class support within our Learning and Wellbeing Base
- Promotion of students' independence, self-esteem and social inclusion
- Assist in the day to day clerical work of the SEND department

Principal Duties and responsibilities

Supporting the school/Learning Support Department

Where appropriate:

- Develop a relationship to foster links between home and school
- Liaise, advise and consult with other members of the team regarding SEND students
- Contribute to reviews of student progress and to target setting
- Attend relevant in-service training
- Be aware of and support school policy and procedures
- Deliver specific interventions as directed
- Assist in supervising vulnerable students at lunchtime
- Undertake any other duties that would reasonably be expected of the postholder

Training & Support

Training and support will be provided in the following ways:

- There are a number of well-established routines which are clearly understood by existing teaching staff and students: these will be carefully explained along with the range of rewards and sanctions available
- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders and identifying relevant professional development to improve personal effectiveness

- Take opportunities to build the appropriate skills, qualifications and /or experience needed for the role, with support from the school

Professional development

- Help keep knowledge and understanding relevant and up to date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness;
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.

Other Responsibilities

- Responsibility for safeguarding and promoting the welfare of children;
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Be aware of and comply with all school policies and procedures;
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall ethos and aims of the School and Trust;
- Appreciate and support the role of other professionals;
- Assist with break, lunch and after school duties;
- Provide First Aid to students if and when required;
- Attend and participate in relevant meetings, training and learning activities as required.

A reasonable educational background will be key, probably having achieved 5 Grade 9 to 5 GCSE's, including a GCSE or equivalent qualification in English Language.

Experience of working with children with MLD and SLD would be desirable for this post.

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review, in negotiation with the post holder at any time.

However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Signed _____ Date _____

Headteacher

Signed _____ Date _____

Name

Postholder: