

Agora Learning Partnership Job Description: Teaching Assistant



This job description is subject to review and amendment through annual negotiation as the role develops in scope.

Salary	H2.3 – H2.5
Line manager	Headship Team
Responsible to	Headship Team
Location	Creswick Academy

Core Purpose of the Post:

Supporting children in achieving the lesson objective in English, Maths and across all areas of the curriculum.

- Leading 1:1 programmes.
- Feeding back to the class teacher, maintaining records of progress and behaviour.
- Working with children to support any social, emotional, behavioural, personal care or medical needs.
- Liaising with parents and external professionals.

Duties and Responsibilities – Specific:

1. Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher.
2. Support pupils to understand instructions support independent learning and inclusion of all pupils.
3. Support the teacher in behaviour management and keeping pupils on task.
4. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
5. Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.
6. Support the wider needs of individuals such as social and emotional, as it impacts their ability to access learning.
7. Understand and support independent learning and inclusion of all pupils as required.
8. To follow plans in place for a child to provide consistency.
9. Contribute to the review and setting of SMART targets on individual SEND / behaviour plans

Duties and Responsibilities – General:

The Teaching Assistant will:

- Uphold the ethos of the Trust
- Actively assist in achieving the Trust's vision and aims
- Actively support the implementation of the Trust's strategic plans
- Establish and maintain professional and effective working relationships
- Contribute positively to creating a productive and happy working environment
- Work effectively with colleagues as a member of the team, taking individual and collective responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying
- Participate as required in meetings and training with colleagues in respect of duties and responsibilities of the post
- Take responsibility for their own professional development and play a full and active part in the appraisal process

- Adhere to all Trust policies and procedures, including those pertaining to:
 - Child protection and safeguarding (and be pro-active and professional with regards to all child protection-related matters)
 - Finance
 - Health and safety
 - Data Protection
 - Equality, ensuring that all stake holders are treated fairly and equally
- Maintain confidentiality at all times in respect of Trust related matters and prevent disclosure of confidential and sensitive information
- Undertake any other duties of a similar level and responsibility as may be required by the Headship Team.