

Job description

Casual/Supply Teaching Assistant

Salary: ALT Grade C
Academy Site: Highfield Ely Academy
Reporting to: Department Leader

Main purpose

To work with teachers as part of a professional team to support teaching and learning for SEND pupils. Providing learning support to pupils who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.

Duties and responsibilities

Teaching and Learning

- To provide learning support to pupils who need particular help to overcome barriers to learning such as those with moderate or multiple learning difficulties and/or behavioural, social, sensory or physical disabilities
- To implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- To participate in the planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- To support the teacher in monitoring, assessing and recording pupils' progress/activities
- To provide feedback to pupils in relation to attainment and progress under the guidance of the teacher

Resources

- To support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- To handle small amounts of cash, if required
- To prepare and clear up the learning environment including displays and the presentation of pupils' work

Exams, Educational Visits and Other Supervision

- To invigilate exams and tests, if required
- To assist escorting pupils on educational visits, if required
- To assist with break time supervision including facilitating games and activities

Personal and Welfare Support

- To support pupils in social and emotional well-being reporting any problems to the teacher as appropriate
- To attend to pupils' personal needs including toileting, hygiene, dressing and eating as well as help with social, welfare and health matters

Systems, Policies and Procedures

- To contribute to maintaining a safe environment
- To be responsible for the careful and safe use of equipment

Team Involvement

- May demonstrate own duties to new or less experience staff

Building Professional Relationships

- Communicates with pupils with additional needs to support learning and development and encourage acceptable behaviour
- To establish and maintain relationships with families, carers and other adults, e.g. therapists
- Exchanges information with staff and parents/carers

Record Keeping and Information Management

To monitor and record pupil responses and learning achievements

Generic responsibilities of all Active Learning Trust employees

- To consistently uphold the Trust's Aims, Visions and Values.
- To work in a co-operative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the academies and Trust.
- To work with children and young people within the framework of the academy in a courteous, positive, caring, and responsive manner.
- To take an active and positive role in the Trust's commitment to the development of staff and review procedures, undertaking training as required.
- To act in a professional way that is consistent with the values and expectations of the Trust.
- To be responsible for promoting and safeguarding the welfare of children and young persons.

The Active Learning Trust is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All adults working in our Trust in whatever capacity will be part of a thorough safer recruitment process. All appointments will be subject pre-employment checks including the taking of satisfactory references and enhanced criminal record clearance (via the Disclosure and Barring Service) in line with the need to create and maintain a safe culture.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. It will be reviewed annually in conjunction with the appraisal process and planning for the next academic year. It will be reviewed, and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Reports to Manager.