

## Branthwaite Academy Job Description

Contractual Details	
<b>Post Title:</b>	Teaching Assistant
<b>Responsible to:</b>	Class Teacher
<b>Contract type:</b>	Permanent & Fixed Term
<b>Contractual hours</b>	35 hours (term time only)
<b>Salary Band</b>	SCP6 £25,183 (pro rata) plus £2000 CAA SEN Allowance (pro rata) on satisfactory completion of probationary period
Job Purpose	
<b>Teaching Assistant Role</b>	<ul style="list-style-type: none"> <li>To work under the direction of the class teacher (or TA leading the class in the short term absence of the class teacher), to implement planning and assessment, working with individual or small groups of pupils in order to achieve bespoke and tailored learning for pupil progress.</li> <li>To support pupils to overcome barriers to learning, promoting the inclusion of all pupils by supporting the application of their IEPs, developing their communication skills, supporting them to manage their behaviour, developing independence and social skills and to take responsibility for monitoring/reporting on the impact of class based and individual pupil interventions.</li> <li>To provide supervision and guidance and learning opportunities in all non-lesson based activities.</li> </ul>
Support Responsibilities	
<b>Teaching and Learning</b>	<ul style="list-style-type: none"> <li>Under the supervision of the class teacher or the TA covering the class teacher, deliver planned activities to individuals and small groups in small steps so that they are able to access the planned learning.</li> <li>Support the development of pupils' literacy skills in all lessons.</li> <li>Support social communication skills at all times.</li> <li>Support the development of pupils' independent learning and independence skills.</li> <li>Plan and deliver lunchtime activities as timetabled.</li> <li>Facilitate play and social interactions at play and lunch times.</li> </ul>
<b>Assessment</b>	<ul style="list-style-type: none"> <li>Feedback to the class teacher on the progress made by individual pupils throughout the lesson verbally and in written form.</li> <li>Assist the class teacher to mark work with pupils in lessons and give verbal feedback to pupils on progress made and next steps.</li> <li>In liaison with the class teacher, to contribute to pupil reports and participate in reviews of pupil progress.</li> <li>Work with the class teacher to identify pupils requiring targeted interventions based on pupil progress data and ongoing assessment of progress.</li> </ul>
<b>Pastoral</b>	<ul style="list-style-type: none"> <li>Provide support for pupil's emotional and social needs by encouraging and modelling positive behaviour in line with the School's Behaviour Policy.</li> <li>Contribute to the writing of IEPs and Behaviour Support Plans.</li> <li>Assist with the general pastoral care of the pupils, follow Health Care Plans, administer medication and help pupils who are sick, distressed or injured.</li> <li>Actively engage and supervise pupils during unstructured time and transitions as necessary for their safety.</li> <li>Establish positive relationships with the pupils and encourage them to interact with others and engage in activities.</li> </ul>
<b>Management of resources</b>	<ul style="list-style-type: none"> <li>Prepare the classroom for lessons, ensuring resources are available and cleared away throughout and at the end of the lesson.</li> <li>Prepare and maintain appropriate learning aids, materials and equipment and assist the pupils in their use.</li> </ul>
	<ul style="list-style-type: none"> <li>Carry out any reasonable duties, which the class teacher deems appropriate and necessary for the benefit and well-being of the pupils.</li> </ul>

<b>Support to the class teacher</b>	<ul style="list-style-type: none"> <li>• Accompany the class teacher and supervise pupils on visits, trips and out of school activities as required</li> <li>• Work on displays following consultation with the class teacher/team Leader.</li> <li>• Provide general clerical support, e.g. photocopying, laminating, filing, etc as required.</li> <li>• Liaise with parents under the direction of the class teacher.</li> <li>• Attend Parents' Evening.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• On joining the school to attend Induction sessions.</li> <li>• Successfully complete probationary period.</li> <li>• To act as a first aider (if appropriate training has been provided).</li> <li>• Contribute to the creation and development of an organisation in which all staff recognise that they are accountable for the success of the school.</li> <li>• Attend and participate in regular meetings and planned training sessions.</li> <li>• Fulfil responsibilities as specified on school rotas and duties and undertake lunchtime supervision duty.</li> <li>• This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. It is expected that the post holder may, if required, carry out any relevant additional duties, which the Head Teacher may, from time to time, deem appropriate and necessary.</li> </ul>