

## **JOB DESCRIPTION**

**NAME:**

**POST:** 1-1 Teaching Assistant 4

**GRADE:** Grade 4 SCP 6 - 9

**RELATIONSHIPS:**

The post holder is accountable to the teacher of the group they are attached to in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

**PURPOSE:**

The post holder will assist in promoting the learning and personal development of the pupil to whom they are assigned, to enable the pupil to make best use of the educational opportunities available to them.

**MAIN DUTIES & RESPONSIBILITIES:**

- To aid the pupil to learn as effectively as possible both in group situations and on their own:
  - To clarify and explain instructions.
  - To ensure the pupil can physically access resources and the environment.
  - To ensure the pupil is able to use equipment and materials provided.
  - To motivate and encourage the pupil as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs.
  - To use praise, commentary and assistance to encourage the pupil to concentrate and stay on task.
  - To liaise with class teacher, SENDCo and other professionals about Pupil Passports and Education Health Care Plans and to contribute to the planning and delivery as appropriate.
  - To provide additional nurture to individuals when requested by the class teacher or SENDCo.
  - To consistently and effectively implementing agreed behaviour management strategies.
  - To make appropriate resources to support the pupil.
  - To carry out planned intervention work (e.g. speech & language work, reading, spelling, numeracy and handwriting).
- To establish supportive relationships with the pupil concerned.

- To promote the acceptance and inclusion of the pupil with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner.
- To monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self-reliance and self-esteem.
- To mark pupils' work under the direction of the class teacher.
- To support the pupil in developing social skills both in and out of the classroom.
- To support the use of ICT in learning activities and with specific programmes to support learning.
- To provide regular feedback on the pupil's learning and behaviour to the teacher/SENDCo, including feedback on the effectiveness of the behaviour strategies adopted.
- Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development.
- When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance.
- When necessary, to know and apply safe handling techniques and to provide intimate care.
- Where appropriate to develop a relationship to foster links between home and school, and to keep the Academy informed of relevant information.
- To be aware of confidential issues linked to home/pupil/teacher/Academy.
- To contribute towards reviews of the pupil's progress as appropriate.
- To take part in training activities offered by the Academy to further knowledge and skills of working with a child with specific learning difficulties.
- To be willing to support playground/break time supervision e.g. educational games, homework clubs etc.
- To accompany teacher and pupils on educational visits.

#### **GENERAL:**

- To promote and support AE's culture of "High Expectations for All" and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and Academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Trust HR Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

### **ADDITIONAL INFORMATION**

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of the Trust.

**Signed:** ..... **Date:** .....  
**Post Holder**

One copy to be retained by member of staff and one kept on the employee's file.

**Authentic Education is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines. This post is exempt from the Rehabilitation of Offenders Act 1974.**

**Outstanding Achievement for All**