



## Job Description

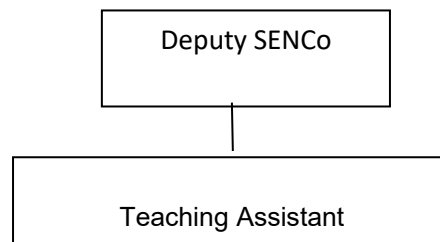
**Job Title:** Teaching Assistant

**Grade:** Grade 2

**Reports to  
(job title):** Deputy SENCo

**Organisation Chart:**

Show immediate manager and any jobs reporting to this post.



**DBS Check applicable?**

Standard  Enhanced  None

**Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?**

Yes  No

**Line Management responsibility for:**

**No. of direct reports:** 0

**No. of indirect reports:** 0

**Size of budget:** N/A

**Job Purpose:** To support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff.

## **Main Duties and Responsibilities**

### **Teaching and Learning**

To support Ormiston Bushfield Academy attendance strategies. This will include:

- Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff.
- May work with individual pupils with special educational needs and/or with pupils for whom English is not their first language.
- May implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities to pupils' responses as appropriate.
- Participate in planning and evaluation of learning activities with the teacher.
- Support independent learning and inclusion of all pupils.
- Provide feedback to pupils in relation to attainment and progress under the direction of the teacher.
- May assist with the development of individual development plans for pupils e.g. IEPs.

### **Resources**

- Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays.
- May handle small amounts of cash e.g. for school visits and/or monitor stocks/supplies for the classroom.
- Arranging/providing resources for lessons/activities under the guidance of the teacher.

### **Exams, educational visits and other supervision**

- May invigilate exams and tests.
- May assist escorting pupils on educational visits.
- May assist with break time supervision.

### **Personal and welfare support**

- Supporting pupils emotional and social well-being, reporting any problems to the teacher.

### **Systems, policies and procedures**

- Contribute to maintaining a safe environment.
- Responsible for the careful and safe use of equipment.

### **Team Involvement**

- May demonstrate own duties to new or less experienced staff.
- May support the work of volunteers and other teaching assistants in the classroom.

### **Building professional relationships**

- Communicates with pupils to support learning and development and encourage acceptable behaviour.
- Exchanges information with staff and parents/carers.

### **Record keeping and information management**

- Providing feedback to the teacher on pupil progress and behaviour.
- Support the teacher in monitoring, accessing and recording pupil progress under the guidance of the teacher.

### **Problem solving and decision making**

- There is a need to interpret information or situations and to solve straight forward problems/make minor decisions.

### **Knowledge, skills and experience**

- NVQ level 2 in related area or equivalent or equivalent experience, with level 3 being desirable.
- Maths and English C or equivalent Level 2.
- IT and keyboard skills.
- Curriculum knowledge and experience to support and lead learning activities.

### **Physical demands and working conditions**

- May be required to stand for long periods and or work in awkward positions e.g. low chairs.
- Some exposure to unpleasant conditions e.g. noise, outdoor working.

**Generic Responsibilities:** To carry out all responsibilities with regard to the Academy's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the Academy.

**Flexibility Clause:** Other duties and responsibilities express and implied which arise from the nature and character of the post within the Academy's (or section) mentioned above or in a comparable post in any of the Academy's other sections or departments.

**Variation Clause:** This is a description of the job as it is constituted at the date shown. It is the practice of this Academy to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Principal reserves the right to make changes to your job description following consultation.