

Wymondham High Academy  
Job Description

<b>Name:</b>	
<b>Job Title:</b>	Teaching Assistant
<b>Salary range / job grade:</b>	NJC SCP 5/6
<b>Responsible to:</b>	Associate-Assistant Headteacher: SENCo
<b>Responsible for:</b>	Supporting Teaching Staff in the delivery of the curriculum and adaptive practice.
<b>Effective Date:</b>	

### Role and Context

<b>Purpose:</b>	Under the guidance of the SENCo and within the overall ethos of the school, to support classroom teachers and Departments in ensuring the best possible outcomes for students.
<b>Liaison with:</b>	SENCo, Heads of Department, Classroom Teachers, Outside Agency Staff, Students and Intervention Leads.
<b>Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Demonstrate expertise and skills in understanding the needs of all students and commitment to developing specialist expertise as directed or required.</li> <li>• Under the direction of a qualified teacher, facilitate and embody the reasonable adjustments required for identified students to access the curriculum – while promoting and developing student independence.</li> <li>• Demonstrate and utilise a level of subject and curriculum knowledge relevant to the role and apply this knowledge effectively when supporting teachers and students within the classroom.</li> <li>• Promote, support and facilitate inclusion by encouraging and ensuring access to learning and extracurricular activities for all students.</li> <li>• Promote and support the classroom implementation of the school's 'Principles of Teaching,' by demonstrating understanding of the role of the TA in creating and maintaining High Expectations within the Classroom; contributing to the Quality of Instruction and classroom Challenge; and provision of timely, specific and clear feedback.</li> <li>• Under the direction of a qualified teacher, be able to adapt both teacher explanation and modelling within the classroom and in support of adaptive teaching.</li> <li>• In any subject area, model enjoyment of and interest in learning, as well as a willingness to model active participation and effective learning habits for students.</li> <li>• Assume responsibility for the development of subject-specific and pedagogical knowledge and demonstrate a commitment to ongoing professional development; take an active role in the school's programme of Continuous Professional Development, as well as seeking opportunities to develop subject-specific and specialist knowledge from other relevant training providers.</li> </ul>

- Support the highest standards of literacy and numeracy across the curriculum – and the development of a reading culture across the school.
- Communicate effectively and sensitively with students, in order to support their learning; communicate effectively with classroom teachers and Departments in order to improve student performance within the classroom and outcomes.
- Where relevant, contribute to effective Departmental assessment and planning, including preparation of classroom resources and learning materials.
- Where required, with appropriate training and under the direction of the Intervention Leads and SENCo, deliver time-limited packages of intervention as part of the school's offer; deliver learning activities or interventions including (but not limited to) those that are literacy and numeracy based, communication or social skills focused; or other specifically focused intervention, as directed by the SENCo.
- Where required, and in accordance with the school's Intimate Care and Safeguarding Policies, provide appropriate personal and intimate care support to students, following agreed care plans and risk assessments, and only where suitable training has been undertaken. This may include supporting students with toileting, hygiene, changing, or medical needs, whilst maintaining dignity, privacy, and respect at all times, and promoting independence wherever possible.
- Where necessary, administer routine tests; invigilate examinations/assessments and, where necessary, provide administrative support to Departments, under the direction of the SENCo.
- Assume responsibility for developing understanding of the school's Core, Focused and Specialised Curriculum Offer for students, with particular reference to those subject areas to which the Teaching Assistant is deployed.
- Demonstrating proper and professional regard for the ethos, policies and practices of the school.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and comply with policies and procedures including those relating to intimate care, medical needs, and personal care provision.
- Uphold values consistent with those required from teachers by respecting individual differences and cultural diversity.
- Attend and participate in relevant meetings as required.
- Assist with the supervision of pupils out of lesson times, including before and after school, in addition to at unstructured times; accompany teaching staff and pupils on visits, trips and out of school activities as required - and take responsibility for a group under the supervision of the trip leader.
- Undertake other similar activities that may fall within the grade and scope of the post as directed by the Headteacher.

<b>General Duties:</b>	<ul style="list-style-type: none"> <li>• To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.</li> <li>• To be a trained first aider and fire marshal</li> <li>• To maintain Staff and Pupil confidentiality</li> <li>• To undertake training as appropriate</li> <li>• To participate in the performance management programme</li> </ul>
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<p><b>General Information and review:</b></p> <ul style="list-style-type: none"> <li>• The job specification details the main outcomes required and should only be updated to reflect <b>major changes</b> that impact on the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li> <li>• This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder.</li> <li>• All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.</li> <li>• Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.</li> </ul>
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**Signature:**

**Date:**