



Job title: Teaching Assistant

Grade: K1-K7 dependant on experience

Reporting to: Headteacher/Key stage Lead/Class Teacher

Job Purpose:

Under the direction of the Head, Teacher or Special Education Needs Co-ordinator, work as part of a team to promote the emotional, physical and educational development of pupils, including those with special needs.

Key Accountabilities

Under the direction of the classroom teacher or designated supervisor:

Supporting the pupil

1. Participate in activities designed to meet the emotional, physical and learning needs of individual children and groups of children, including those with special needs.
2. Contribute to the monitoring and delivery of Individual Education Plans. (IEP's)
3. Monitor pupils' responses to learning activities and encourage them to take an interest in their own learning.
4. Develop and maintain effective relationships with individual pupils and groups to ensure that pupils achieve learning targets.
5. To be responsible for promoting and safeguarding the welfare of children and young people within the school

Supporting the teacher

1. Assist with the organisation of the learning environment and ensure adequate supplies of learning materials.
2. Take responsibility for maintaining accurate records in accordance with school policies and data protection.
3. Provide consistent and effective support for colleagues in line with the responsibilities of this role.
4. Under direction of the class teacher, maintain accurate records in accordance with school policies and data protection.

Supporting the curriculum

1. Assist in the planning delivery and evaluation of learning activities for individuals, groups or the whole class, working with the teacher to ensure coverage of the curriculum, including ICT.
2. Help pupils to develop their literacy and numeracy skills including reading, writing, number and shape.

Supporting the school

1. Assist with the implementation of a behaviour management programme.
2. Support the maintenance of pupil safety and security and minimise the risks from health emergencies.
3. To accompany teaching staff and pupils on visits, trips and out of school activities as required
4. To assist with the supervision of pupils out of lesson time within the school day and within the contracted hours. For example, break times and assembly.

Supporting the Teaching Assistant

Participate in regular performance reviews to ensure that any personal development needs are identified and met. Attend relevant inset training.



Other duties

- In accordance with the provisions of the Health & Safety at Work Act 1974, to take reasonable care for the health and safety of yourself, colleagues and pupils who may be affected by your omissions at work, and to co-operate with the school so far as is necessary to enable the school to perform or comply with their duties under statutory health and safety provisions
- Undertake any other duties that can be accommodated within the grading level and nature of this post

Supplementary Accountabilities

- Working with children with English as an additional language or with special educational needs.

Knowledge and Experience (refer to person specification for full details)

- Good standard of literacy and numeracy
- Direct experience of working with children in key stage 2. Recognising and responding to children's needs, interests and development
- Supporting and extending children's all-round development through a stimulating and challenging environment both indoors and outdoors
- Working as part of a team
- Commitment to equal opportunities and provision that responds to each individual child and family
- Awareness of issues or regulations including Keeping Children Safe in Education, Children's rights or health, safety and hygiene regulations

Decision Making

Works from instruction, some initiative as necessary.

Contacts and relationships

Headteacher
Assistant Headteacher/Key Stage Lead
Class Teachers
School Business Manager
Staff
Pupils

Creativity and Innovation

Behaviour management

Safeguarding

To put into practice the school's Child Protection procedures to ensure our pupils are safe.
To ensure that all health & safety, first aid and hygiene policies are adhered to at all times.

The post holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection and behaviour management

In accordance with the provisions of the Data Protection Act 2018, jobholders should take reasonable care to ensure that personal data is not disclosed outside the school's procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

The Blue Kite Trust is committed to Safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.