

**The Four Cs MAT is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments involve regulated activity and are subject to an Enhanced DBS disclosure and two successful references. Online searches are carried out on all shortlisted candidates.**

**Job Title:** Teaching Assistant

**Grade:** Grade 6

**Purpose of Job:** Working under the direction of the Class Teacher to enable access to learning for pupils, and to assist the teacher in the management of pupils and the classroom.

### **SPECIFIC DUTIES**

#### **a) Supporting the Pupil**

1. Under the guidance of the Class Teacher undertake work/care/support programmes to enable access to learning for pupils.
2. Take responsibility for adapting and delivering learning activities with individuals or small groups who would benefit from a different learning approach as agreed.
3. Encourage and promote the inclusion and acceptance of all pupils.
4. Aid the learning of pupils by:
  - Clarifying and explaining instructions;
  - Ensuring that the child is able to use the equipment and materials provided;
  - Motivating and encouraging the child as required;
  - Supporting pupils in respect of local and national learning strategies, e.g. LOL, Maths, ICT etc;
  - Developing appropriate resources to support the pupil/pupils;
  - Helping pupils to concentrate and to finish the work set;
  - Liaising with the Class Teacher about Provision Maps and EHCPs where applicable. ).
5. Provide feedback to pupils in relation to progress and achievement under guidance of the Teacher.

#### **b) Supporting the Teacher**

1. Organise the learning environment and develop classroom resources as required.
2. Monitor and track progress and provide feedback to assist in developing extra provision for children with additional needs.
3. Provide detailed and regular feedback to teachers on pupils achievement, progress, problems, etc.
4. Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.
5. Undertake support activities for the teacher as required.

**c) Supporting the Curriculum**

1. Undertake programmes linked to local and national learning strategies - e.g. literacy, numeracy, early years - recording achievement and progress and feeding back to the teacher.
2. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
3. Provide targeted support to enhance learning and improve attainment.

**d) Supporting the School**

1. Be aware of, and comply with, policies and procedures, e.g. child protection, internet safety, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Accompany staff and pupils on visits, trips and out-of-school activities as required.
3. Develop and maintain effective relationships with other staff, parents and carers.
4. Attend relevant meetings as required.

**Variation Clause:**

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to examine job descriptions periodically, update them and ensure that they relate to the job performed, or to incorporate any proposed changes consistent with funding. This procedure will be conducted by the Head of School in consultation with the post holder
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

**Flexibility Clause:**

1. Other duties and responsibilities express and implied which arise from the nature and character of the post consistent with funding.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Signed: .....

Print Name: .....

Date:.....