Hope Federation
'Enabling our children to flourish through the field of life'

Diocese of Norwich Education and Academies Trust

Teaching Assistant Job Description

Salary scale: Teaching Assistant (Scale C) with MSA (Scale A)

Contract type: Permanent

Hours: 28.75 TA hours and 2.5 MSA hours

Weeks: Term time plus one week

Reports to: Head Teacher, Senior Teacher, Class Teacher or HLTA (based on Academy structure)

Direct reports: None

Job Purpose:

Under the instruction/guidance of teaching or other senior staff and within the overall ethos of the school, undertake care and learning programmes and activities to support individuals or groups of pupils, including more specialised support for those with special education needs, enable access to learning for pupils and assist the teacher in the management of pupils and the classroom. Promote our culture of high aspiration that is rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ.

Main duties and responsibilities

- To attend to the personal and social needs of pupils and any other special requirements depending on the nature of a pupil's special needs and, wherever possible, making these part of the learning experience.
- To provide welfare support to a named child, including administering First Aid (dependent on training) and attending to personal hygiene and identified medical needs as required; this will include acting in the role of carer at times
- Under agreed school procedures and in line with statutory guidance on supporting pupils at school with medical conditions, to give first aid/medicine and accompany sick children home, or to a health centre or hospital as necessary, or assist with programmes of special care such as physiotherapy, hydrotherapy or speech therapy, under the direction of the appropriate specialist.
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.

- Promote inclusion and acceptance of pupils while encouraging constructive relationships within the classroom and with parents.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
- Build the pupils' confidence and enhance self-esteem actively seek to promote the academic, social and emotional welfare of pupils
- Build and maintain close and secure relationships with pupils attending to and always ensuring the health and welfare of children.

Support for teachers

- Attend formal and informal meetings with teachers to contribute to planning lessons and activities
- To support class teachers to design, create and produce learning activities, materials and resources to support aspects of the curriculum or particular learning outcomes, and to assist and support the pupils in using them
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Monitor pupils' responses to learning activities and accurately record achievement / progress as directed and provide detailed and regular feedback to teachers on pupils' achievement progress and problems
- Promote good pupil behaviour and, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their behaviour
- Assist with the development and implementation of support plans

Support for the curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses, including undertaking literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use including supporting the use of ICT in learning activities and developing pupils' competence in its use.

Support for 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 support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required

- Assist with the supervision of pupils out of lesson times, including before and after school and 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 teacher
- Job 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

General Information

The job description details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes of the job.

All work performed/duties undertaken must be carried out in accordance with DNEAT and academy's policies and procedures, within legislation, and with regards to the needs of our customers and the diverse community we serve.

Job 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.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

The post holder must ensure that they have read, understood and act in accordance with current academy policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion

Working Time

This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent carrying them out and no part of it may be so constructed. In allocating time to the performance of responsibilities and duties you must use directed time in accordance with the school's plans on use of time. This job description will be reviewed as part of the school's performance management procedures. Annual objectives for professional development will also be agreed at this time as well as a review of those set the previous year. Amendments and modifications to the job description may be made after consultation. This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to expected professional responsibilities and duties.