T.E.A.M EDUCATION TRUST

Stubbin Wood School & Nursery

**JOB DESCRIPTION: Teaching Assistant**

**Contract: Permanent, 37 hours per week , 39 weeks term-time only**

**Pay Scale**: **Grade 7 points 8-11**

**Responsible to: Associate Principal**

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|  **Key Responsibilities** |

# To work under the guidance of teaching/ senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom, including assisting with the general care, mobility and personal hygiene needs of pupils. This role will involve assisting the teacher in the management/ preparation of resources. To support pupils, giving adequate opportunity for developing independence, with learning activities as directed by teaching / senior staff.

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| **Core Requirements of the post.** |

PUPIL PROGRESS

* Establish good relationships with pupils, acting as a role model and responding appropriately to individual needs
* Promote the inclusion and acceptance of all pupils within the classroom
* Encourage pupils to interact and work co-operatively with others and engage all pupils to participate and achieve in learning activities
* Promote independence and employ strategies to recognise and reward its achievement
* Be aware of pupil problems/progress/achievements and report to the Teacher as agreed
* Supervise and support pupils, ensuring their safety and access to learning

PROFESSIONAL PRACTICE

* Support the Class Teacher with children's access to learning, by facilitating access to the lesson content and materials
* Support any personal care needs of pupils as and when required
* Step up for Teaching Assistants as required to cover for absence / training (be aware of and uphold professional standards for Teaching Assistants in these instances)
* Support midday supervision as directed
* Maintain, develop and apply professional knowledge to enable effective teaching and learning support
* Share such knowledge with colleagues to improve whole school effectiveness
* Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
* Respond quickly and appropriately to demands made by individual pupils to meet general care, mobility, and personal hygiene needs
* Understand and apply the principles of good classroom management
* Understand and apply a range of appropriate support strategies
* Carry out appropriate medical procedures as required. Appropriate training will be provided: gastrostomy, tracheostomy care etc.
* Prepare the classroom, as directed, for lessons, clear away afterwards and assist with the display of pupils’ work

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| **General Duties** |

* Engage as an active member of the school team.
* Be a flexible and supportive member of the team.
* Be willing to undertake professional development where appropriate.
* Engage and motivate pupils
* Improve the quality of pupils’ learning
* Inspire trust and confidence in pupils and colleagues
* Build team commitment with colleagues and in the classroom
* Demonstrate analytical thinking.
* Demonstrate empathy with and an appreciation of the care needs of pupils.

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| **Whole School Ethos** |

* Initiate, contribute to, or respond in a timely manner with respect to child safeguarding procedures
* Make effective use of all resources, including ICT and personnel
* Contributes towards the School’s Vision and Values, particularly promoting the careers, enterprise and developing positive outcomes for all our learners
* Understands and works to the expectations set out within the Trust/school policies.
* Use the performance management process to drive school improvement through the raising of teaching and learning.
* Promote the wider aspirations of the school.

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| **Safeguarding and Child Protection** |

* To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures and safeguarding policy adopted by the school
* Has up to date knowledge of relevant legislation and guidance in relation to working with and the protection of young people.
* Displays commitment to the protection and safeguarding of young people.
* Values and respects the views and needs of young people.
* Is willing to work with organisational procedures and processes and to meet required standards for the role.
* Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children.

**The postholder will comply with Health and Safety requirements and specifically will take reasonable care of him/herself and other persons who may be affected by his/her acts or omissions at work (Health and Safety at Work Act 1974), and other relevant employment legislation and school's policies.**