

Job Description

Vacant

Post: Teaching Assistant

SCP: Points 2-4

General Description of Post:

To work under the direct instruction of teaching/senior staff, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Key Responsibilities

The Teaching Assistant will be a member of a multi-disciplinary team, under the leadership and supervision of the class teacher, Lead Teaching Assistant and the SENCO. In co-operation with the class teacher and SENCO and under the agreed educational plan, the post holder will, to a level reflected by the grade of the post, be responsible for:-

- Attending to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters, including the use of specialist equipment where necessary to ensure children's safety and encourage their physical, emotional and educational development;
- Promoting the inclusion and acceptance of all pupils;
- Supporting pupils consistently whilst recognising and responding to their individual needs;
- Encouraging pupils to interact with others and engage in activities led by the teacher;
- Encouraging pupils to act independently as appropriate;
- Delivering the EYFS/National Curriculum;
- Working alongside the class teacher to plan, resource and deliver personalised learning programmes based on effective target setting;
- Implementing appropriate SEND assessments (B Squared), maintaining records and setting targets and outcomes effectively with class teachers;
- Using signs and symbols and visual timetables to support individual pupil needs;
- Using basic Makaton to support individual pupil needs;
- Using ICT to support learning;
- Observing children using the school's assessment systems and using these observations to feedback to the teacher;
- Working with and acting upon guidance provided by teachers and other professionals/ outside agencies;
- Working to build purposeful relationships with the children, parents/carers and families concerned;
- Providing support for such tasks as clerical, administrative, photocopying and display;
- Supporting pupils in their learning in all areas of the curriculum;
- Supporting pupils and teacher during PE and other practical activities;
- Assisting with the supervision of pupils at break times/lunchtimes;
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required;

General Responsibilities

- Being aware of, and adhering to, all school policies and procedures involving Safeguarding, Child Protection, Employee Code of Conduct, Health and Safety, Site Security, General Data Protection Regulations, Behaviour and Curriculum;
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
- Contribute to the overall ethos/work/aims of the school;
- Ensure the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility;
- Appreciate and support the role of other professionals;
- Attend relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate;
- Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions;
- Contribute to the wider life of the school.

Hours of work:

- 30 Hours per week.
- Working hours to be agreed with the Head teacher to reflect the needs of the school.

Signature of Post holder _____ Date:

Signature of Head Teacher _____ Date: