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| **Teaching Assistant 1 to 1****JOB DESCRIPTION** |
| **Name** |  |
| **Accountable to** | The Class Teacher, Lead TA and SENCo |
| **Scale** | Bexley 5.1 to 5.4 |
| **Job Purpose** | To work under the direction/instruction of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for the student, to assist the teacher in the management of the pupil. Work may be carried out in the classroom or outside the main teaching area. |
| **Responsibilities***Carry out all duties and responsibilities in accordance with school policies and procedures and statutory requirements* | * Work may be carried out in the classroom or outside the main teaching area.
* To support the class teacher to ensure the student’s progress academically and socially.
* To assist the class teacher in assessing and monitoring student progress.
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| **Areas of Accountability** | * Assist Teachers/Senior TA’s in ensuring the student’s continuing educational development through establishing constructive relationships and contributing to Individual Education/Behaviour Plans.
* Assist Teachers/Senior TA’s in fostering attractive learning environments to ensure the student spends their school life in stimulating surroundings.
* Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist the student in use.
* To ensure records and observations are kept so that the student received the maximum benefit from their education.
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| **General Responsibilities** | * Support the student consistently whilst recognising and responding to their individual need ensuring their safety and encourage them to interact with others and to engage in activities led by the teacher (Cover Supervisor).
* Set challenging expectations to promote independence and self-esteem providing feedback to the student in relation to progress and achievement.
* Establish constructive relationships with the student and interact with them according to their individual need, promoting the inclusion/acceptance of all students.
* Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist in the display of the student’s work.
* Use strategies, in liaison with the teacher, to support the student’s learning.
* Act as a role model.
* Provide regular feedback to the teacher on the student’s achievement, progress, issues etc.
* Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage the student to take responsibility for their own behaviour.
* To train in positive intervention strategies, carrying out behaviour plans and noting any changes in behavioural patterns.
* Establish constructive relationships with parents/carers.
* To carry out medical procedures according to care plans after training and authorisation (eg Asthma, Epilepsy) as appropriate.
* To support with hygiene or self-care.
* Provide clerical and administration support for teacher.
* Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses/needs.
* Support the use of ICT in learning activities and develop the student’s competence and independence in its use.
* Demonstrate awareness of the school’s educational and behavioural policies for developing the student
* Contribute to the overall ethos/work/aims of the school.
* Attend and participate in regular meetings, training and other learning activities as required.
* Assist with educational visits.
* To be aware of any health and safety and child protection concerns and report them to the appropriate authorities immediately.
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
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| **Review of job description** | This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake additional duties by the Head of School. It may be subject to modification and amendment at any time after consultation with the post holder. |
| **Signed member of staff** |  | Date |  |
| **Signed appraiser** |  | Date |  |
| **Approved Head of School** |  | Date |  |