JOB DESCRIPTION
TEACHING ASSISTANT

Purpose of Job

To work under the guidance of teaching staff to support all our students to make exceptional progress in all aspects of school life. To assist teachers in the management of all students and the classroom. Work may be carried out in the classroom or outside the main teaching area. To be flexible in working with all students across our three pathways and across all ages.

General Responsibilities

1. To share in the corporate responsibility for the education, wellbeing and pastoral care of all students.
2. To carry out any reasonable instructions given by the Principal or Senior Leadership Team.

Specific Duties

Support for Pupils

1. Supervise and provide particular support for all students, ensuring their safety and access to learning activities, including therapy, such as SALT and OT. Assist with the development and implementation of Individual Programmes of Academic and Pastoral Support.
2. Establish constructive relationships with all students and engage with them purposefully in all aspects of school life.
3. Promote the inclusion of all students, including those who at times display challenging behaviour.
4. Encourage all students to interact with others and engage in activities led by teachers.
5. Set challenging and demanding expectations and promote self-esteem and independence.
6. Provide feedback to all students in relation to progress, achievement and pastoral care under the guidance of teachers.
7. To support students with intimate personal care as required.

Support for Teachers and Therapists

8. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work.
9. Use strategies, in liaison with teachers, to support all students to achieve learning goals.
10. Assist with the planning of learning activities and preparation of resources.
11. Monitor students' responses to learning activities and accurately record achievement/progress as directed.
12. Provide detailed and regular feedback to teachers on students' achievement, progress and pastoral development.
13. Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility.
14. Ensure SIMs and Safeguard are used effectively to record incidents and concerns.
15. Establish constructive relationships with parents/carers.
16. Administer routine tests, invigilate exams and undertake routine marking of students' work as required.
17. Provide effective clerical/admin support e.g. photocopying, typing, filing, laminating etc.

Support for the Curriculum

18. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses, including supporting therapeutic intervention.
19. Support the use of ICT in learning activities and develop students' competence and independence in its use.
20. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use.

Support for the School

21. 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.
22. Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
23. Contribute to the overall ethos/work/aims of the school including displaying a flexible 'can do' attitude.
24. Appreciate and support the role of other professionals.
25. Attend and participate in relevant meetings as required.
26. Participate in training and other learning activities and performance development as required.
27. Assist with the supervision of students out of lesson times, including before and after school and at lunchtime as required.
28. Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group as required.
29. To take responsibility to communicate your well-being needs to line managers as required.

Supervision Arrangements

Carew Academy will determine supervisions arrangements in line with the management structures and needs of the job.

General notes

(1) Job descriptions are to be reviewed annually.
(2) The responsibilities listed above are the basic essentials of the post; it is always open to the post-holder to propose ways of extending these responsibilities.
(3) Carew Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.