**Teaching Assistant**

**JOB DESCRIPTION**

**Post title:** Teaching Assistant

**Salary:** Scale 2 - £27,306 - £28,128 pro rata

**Contract Type:** Full-time

**Contract Term:** Permanent

**Reporting to:** SENCo + Assistant Headteachers

**Purpose:**

To provide learning and care support for an individual pupil with special educational needs (SEN) to help work towards the outcomes on their education and health care plan (EHCP). This will involve working with the teacher to plan and deliver activities and supporting the pupil with routines, transitions and behaviour management. To work with class teachers to raise the learning and attainment of pupils. To promote pupils’ independence, self-esteem and social inclusion. To give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement.

# Duties

* Build a positive relationship with the pupil, promoting high self-esteem, independence and social inclusion
* Promote high standards of behaviour, responding to incidents in line with the school’s behaviour policy and guidelines on physical intervention
* Assist with the development and delivery of individual education, support and care plans
* Support the pupil with their social, emotional and mental health needs, escalating concerns where appropriate
* Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
* Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
* Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
* Use effective behaviour management strategies consistently in line with the school’s policy and procedures
* Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
* Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
* Observe pupil performance and pass observations on to the class teacher
* Supervise a class if the teacher is temporarily unavailable
* Use ICT skills to advance pupils’ learning
* Undertake any other relevant duties given by the class teacher

**Responsibilities**

**Planning**

* Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
* Read and understand lesson plans shared prior to lessons, if available
* Prepare the classroom for lessons

**Working with staff, parents/carers and relevant professionals**

* Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
* Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
* Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
* With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
* Understand their role to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
* Collaborate and work with colleagues and other relevant professionals within and beyond the school
* Develop effective professional relationships with colleagues

**Manage behaviour effectively to ensure a good and safe learning environment:**

* Contribute to the clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school’s behaviour policy
* have high expectations of behaviour
* Use the school’s framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
* maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.

# Health and safety

* Promote the safety and wellbeing of pupils, and help to safeguard pupils’ wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school’s child protection policy
* Look after children who are upset or have had accidents

# Professional development

* Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
* Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
* take responsibility for improving practice through appropriate professional development, responding to advice and feedback from colleagues
* Take part in the school’s appraisal procedures

# Fulfil wider responsibilities:

* make a positive contribution to the wider life and ethos of the school
* develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
* communicate effectively with parents about pupils’ achievements and well-being.

# Supporting the pupil

* Build a positive relationship with the pupil, promoting high self-esteem, independence and social inclusion
* Promote high standards of behaviour, responding to incidents in line with the school’s behaviour policy and guidelines on physical intervention
* Assist with the development and delivery of individual education, support and care plans
* Support the pupil with their social, emotional and mental health needs, escalating concerns where appropriate

**Safeguarding**

* Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
* Promote the safeguarding of all pupils in the school

**Other areas of responsibility**

* Enact Health & Safety requirements and initiatives as directed.
* Ensure compliance with Data Protection legislation.
* To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the postholder’s role within the school.
* Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards in their own attendance and punctuality
* Undertake other duties, which may be reasonably assigned by the SLT or Headteacher to ensure the smooth running of the school.