

## Job Description

<b>Title of post</b>	<b>Teaching Assistant</b>
<b>Salary</b>	NSAT Grade C/D, scale point 3 - 6
<b>Hours of work</b>	31 hours per week, term time only plus 1 day
<b>Line manager and responsible for reviews</b>	Senior Leadership Team

### Purpose of the Post

The primary purpose of the Teaching Assistant is to supervise and support students, including those with a variety of special educational needs, while working alongside teachers and the wider team to create effective and stimulating learning opportunities. This enables the development and progression of all learners, including those with additional needs. Teaching Assistants are expected to uphold professional standards, support the ethos and policies of the Trust, and foster a safe, inclusive, and supportive learning environment.

### Key Responsibilities

- Work within the NSAT Conditions of Service and Code of Conduct.
- Support and promote the ethos, policies, and development plan of the school/Trust while adhering to all relevant working practices and regulations.
- Actively engage in the performance management processes within the school/Trust, seeking feedback and using it to improve performance both within and beyond formal development opportunities.
- Actively pursue personal professional development by engaging in training, meetings, and networks, consistently seeking opportunities to improve service delivery, knowledge, and practice in the role.
- Undertake whatever other duties might reasonably be requested by the Senior Leadership Team or Line Manager subject to appropriate competence and training.

### Main Duties and Responsibilities

- Support students' learning and development under the direction of teaching or other appropriate staff by supervising and ensuring their safety and access to learning, attending to personal needs, and promoting physical, social, emotional, and intellectual development.
- Collaborate with the teacher to use strategies that support students in achieving their learning goals, while being aware of their learning needs, progress, and achievements. Report on these as agreed, and support and deliver tailored learning activities and programmes, adjusting as required to ensure progress both in and out of the classroom.
- Provide accurate and constructive feedback to students, under the guidance of the teacher, to support their progress and achievement, and ensure regular communication regarding their development.
- Assist in the development and implementation of Education, Health, and Care Plans (EHCPs), Individual Behaviour Plans (IBPs), and/or Personal Care Programmes.
- Monitor and respond to changes in students' behaviour, identifying and sharing any unexpected changes with the relevant and appropriate staff, while consistently using effective behaviour

management strategies in line with school policies and procedures to support the supervision, welfare, and positive conduct of students.

- Set challenging expectations while promoting self-esteem and encouraging students to act independently.
- Facilitate interaction with others and support engagement in activities led by the teacher or other professionals.
- Promote, support, and facilitate the inclusion, acceptance, and integration of all students.
- Assist with the supervision of groups and individual students as required, both during lessons and in communal areas such as corridors and playgrounds, as well as outside of lesson times, including before and after school and during lunchtimes, attending to students' personal needs as necessary.
- Use specialist skills and knowledge to support the physical, emotional, and intellectual development of students, attending to personal care needs where required.
- Track and monitor student progress, providing detailed and regular feedback to teachers and the SENDCO to support the planning, evaluation, and ongoing monitoring of the learning process for individual students and groups, addressing achievements, progress, and any challenges.
- Participate in the planning cycle and development of assessments based on student needs and contribute to effective assessment by undertaking student record-keeping as requested.
- Administer routine assessments, routine tests, and undertake the marking of students' work under the guidance of the teacher.
- Maintain a stimulating, safe, and purposeful learning environment by preparing, maintaining, and using relevant learning resources, assisting with the display of students' work, and promoting positive values, attitudes, and behaviour.
- Establish constructive and positive relationships with students, acting as a role model and responding appropriately to individual needs, while building effective relationships with parents/carers, external agencies, and other professionals under the general direction of the class teacher.
- Liaise effectively with class teachers to communicate with parents/carers and other professionals, gathering and reporting information as directed.
- To administer first aid, as appropriate – training will be arranged.
- School staff may be required to support students with intimate care/hygiene.
- Promote the safeguarding and welfare of all students within the school in line with statutory safeguarding guidance, reporting any concerns to the Senior Leadership Team or Designated Safeguarding Lead.
- Be aware of and comply with relevant statutory guidance, school/Trust policies and procedures related to safeguarding, child protection, health, safety, security, confidentiality, and data protection. Report all concerns in a timely manner while supporting and promoting the ethos, policies, and development plan of the Academy/Trust.
- Participate in visits, trips, and out-of-school activities, such as outings, social activities, and sporting events, to enhance learning and engagement as required.
- Provide administrative support for the teacher/department, maintaining accurate records using relevant systems in accordance with policy and records management procedures.
- Attend meetings and perform duties as required according to the school calendar, contributing expertise and offering support to others.
- Contribute to the overall ethos, work, and aims of the school, supporting the development of systems and procedures within the department and working towards the school's overall aims and objectives.

### **Safeguarding**

- Be aware of and comply with relevant statutory guidance, school/Trust policies and procedures related to safeguarding, child protection, health, safety, security, confidentiality, and data protection. Report all concerns in a timely manner while supporting and promoting the ethos, policies, and development plan of the Academy/Trust.
- Contribute to the overall ethos, work, and aims of the school, supporting the development of systems and procedures within the department and working towards the school's overall aims and objectives.

### **Health & 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.

### **Fluency Duty**

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the **Intermediate Threshold Level** and should demonstrate that they can express themselves fluently and spontaneously with minimal effort; only a conceptually difficult subject can hinder a natural, smooth flow of language.

*This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.*