

# Teaching Assistant

<b>NJC Pay Range</b>	<b>Band C</b>
<b>Responsible To:</b>	<b>SENDCo</b>

## Main Purpose of the Post

- To work closely with the class teacher to provide high quality support for children, including those with special educational needs.

## Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

## Key Areas of Responsibility

- To establish good relationships with students, acting as a role model and responding appropriately to individual needs.
- To use specialist (curricular/learning) skills/training/experience to support students.
- To work with the teacher to establish an appropriate learning environment.
- To prepare the classroom as directed for lessons, and clear afterwards, and assist with the display of students' work.
- To attend to the student's personal needs and implement related personal programmes including social, health, physical, hygiene, first aid and welfare matters.
- To support the movement of students with disabilities around the Academy site.
- To participate in the handling of students with disabilities.
- To support students consistently whilst recognising and responding to their individual needs.
- To participate in the delivery of specific interventions to small groups of targeted students.
- To supervise and support students, ensuring their safety and access to learning.
- To assist in providing appropriate pastoral care, support and guidance in the Inclusion Centres. This includes attendance, attitude to learning, behaviour, progress and performance.
- To be aware of student problems/progress/achievements and report to the teacher as agreed.
- To support the teacher in managing student behaviour, reporting difficulties as appropriate.
- To gather/report information from and to Parents/Carers as directed.
- To assist with exam invigilation and student assessment where required.
- To undertake student record keeping as requested.

- To prepare and maintain equipment/resources as directed by the teacher and assist students in their use.
- To attend relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- To accompany teaching staff and students on visits, trips and out of the Academy activities as required.

#### **Other Considerations Relevant to the Role**

- To undertake any other duties and reasonable requests that are in keeping with the nature of this post.
- To work from an identified MLT Office location.
- To work with flexibility, travelling to and from Academies and other locations in the course of undertaking work duties.

***The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility. This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Principal.***

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## Securing Policies and Compliance

- To apply Academy and Trust wide policy and procedures.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated work place policies.
- To ensure compliance through quality assurance and evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

## Engagement with Stakeholders

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To provide reports and updates to Leaders in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective and appropriate.
- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

## Other considerations

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
- To undertake any other duties and reasonable requests that are in keeping within the requirements of this post.
- There may be occasions where there is a requirement to work flexibly outside core contract hours in order to meet the needs of the role.

This supplementary information forms part of the role description and should be used alongside the role specific information.

***Maltby Learning Trust is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff.***