



## **TEACHING ASSISTANT - JOB DESCRIPTION**

<b>Job Title:</b>	Teaching Assistant (TA)
<b>Salary:</b>	Scale 3 (Points 5-6) £28,519-£28,926 Full Time Equivalent. Salary will be pro-rata according to hours/weeks worked and length of continuous service.
<b>Reporting to:</b>	Vice Principal
<b>Key Relationships:</b>	All staff, students, parents/carers and governors

### **Job Purpose:**

- To work under the direct instruction/guidance of teaching staff to undertake work/care/support programmes, to enable access to learning for students and to assist the teacher in the management of the children within the learning classroom and beyond to other aspects of school life.
- Work may be carried out in the classroom or outside the main teaching area.

### **Your responsibilities as a whole school team member are to:**

- Promote the school's vision, ethos and values
- Share responsibility for and commitment to safeguarding and promoting the welfare of children
- Have the welfare and care of all children as a priority when carrying out your responsibilities
- Implement the school's agreed policies on Equalities, Safeguarding, Health and Safety and all aspects of teaching and learning
- Promote and use all school policies, systems and administration effectively and efficiently
- Work collaboratively and effectively with colleagues to ensure the smooth daily running of the school including high expectations of all pupils
- Help support the school's development targets and overall school improvement goals
- Take part in appraisal reviews in accordance with the school's agreed policies
- Participation in the wider life of the school by running extra curricular activities and attending fundraising and social events, promoting positive relationships between staff and home and school
- Be flexible and adaptable in the responsibilities you will assume.

### **Teaching and Learning**

- Work in partnership to create a welcoming and motivating learning environment, appropriate to the Primary curriculum.
- 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 extra curricular activities
- Be responsible for delivering key intervention or therapeutic programmes as directed by the Year Group Leader and SENDco, keeping accurate records of pupils' progress and achievements.
- Contribute to effective assessment and planning by supporting the monitoring and evaluation of pupils' learning reporting any strengths and areas for improvement to the class teacher and/or year group leader.
- Use ICT skills to advance pupils' learning including online learning platforms.



- Use effective and consistent behaviour management strategies in line with the school's policy and procedures.
- Provide personal development support, welfare and personal care for children where required, both individually and in groups.

### **Health, Safety and Well-Being**

- Promote the safety and well being of all pupils and help safeguard pupils by following the school and trust's policies, practices and expectations including the use of the "My Concern" reporting mechanism
- Act as First Aider in your class/year group and ensure that all first aid records are kept up to date and in line with school/trust policy.
- Ensure children are supported when upset or hurt according to school/trust policy.
- Ensure First Aid logs are kept in full so that they are available to the class teacher, year team leader and senior leaders at all times
- Ensure that your Paediatric First Aid Certificate remains in date at all times, liaising with the school's Operations Manager when a renewal is required.
- A commitment to work with the staff team to ensure the highest levels of safeguarding are upheld at all times.
- To report any safeguarding concerns to the Designated Senior Lead (DSL) or DDSLs immediately via My Concern
- To adhere to all safeguarding policies, practices and expectations including online safety.

### **Working with Colleagues and Other Relevant Professionals**

- To support teaching staff in implementing appropriate classroom and behaviour management strategies and report difficulties under the guidance of the policy.
- Assist with the supervision of children out of lesson times and accompany school trips and other out of school activities with the teacher as required.
- Undertake record keeping as directed by the class teacher and/or senior leaders.
- Prepare and routinely maintain classroom materials/resources/displays, assist children in their effective use.
- Provide clerical and administrative support e.g. photocopying, typing, filing, collecting money etc where required.
- Have positive communication with parents/ carers and other visiting professionals to support the achievement and attainment of students.
- To take part in Continuing Professional Development in accordance with the school's agreed policies.

To carry out any other reasonable duty as directed by the Principal or member of the Leadership Team.

### **Additional Responsibilities (If appropriate)**

Signed: \_\_\_\_\_ Employee Date \_\_\_\_\_

Signed: \_\_\_\_\_ Principal Date \_\_\_\_\_