Teaching Assistant Job description

The Abbey School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

This job description recognizes the requirements of the current pay and conditions regulations and reflects the vision, aims and policies established by the Governors of the school.

Job details

Salary: WA4-10 FTE - £20970- £24514 (Pro Rata £15159- £17721)
Hours: 30.25 hours per week, term time only – 39 weeks
Contract type: Permanent
Reporting to: Head of SEND, Assistant SENCo, Inclusion Manager

Main purpose

The Teaching Assistant will:-

- Work under the direction of teaching staff/senior managers to support the delivery of quality learning and teaching of pupils with special educational needs.
- Work with children and young people who have a range of significant and often complex SEND for example those with autism, social, emotional and mental health difficulties, moderate learning difficulties, speech language and communication needs and those who exhibit challenging behaviour.
- Undertake specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher.
- Encourage the participation of pupils in the social and academic processes of the school, and enable pupils to become more independent learners.
- Undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.

Duties and responsibilities

Support for Pupils, Teachers and the Curriculum

- Work collaboratively with teachers, staff members and other professional agencies to provide effective support.
- Awareness of and work within school policies and procedures.
- Work with children and young people with a range of significant and often complex needs and provide an appropriate level of emotional and physical support where necessary.
- Support pupils in developing and implementing their own personal and social development.

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- Assist pupils with eating, dressing, hygiene and personal care (including toileting), as required, whilst encouraging independence.
- Provide basic first aid, liaising with senior leaders, lead medical admin and other qualified first aiders. If appropriate referral to health service in emergency cases.
- Administer (or witness the administration) of medications subject to agreement and in line with school policy.
- Provide support under the direction and supervision of teaching staff to assist pupils to access the curriculum and participate fully in school activities.
- Support pupils to understand instructions and encourage and enable independent learning.
- Support inclusion of all pupils.
- Provide support to pupils who have communication difficulties or where English is an additional language.
- Implement and contribute to planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' needs and responses as appropriate.
- Participate in the planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress.
- Support the teacher in behaviour management and keeping pupils on task.
- Provide support for pupils with challenging behaviour taking account of support plans and risk assessments under the direct supervision of a teacher.
- Support the teacher in monitoring, assessing and recording pupil progress/activities.
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
- Support the use of ICT in the curriculum.
- Support children's' learning through play and planned learning activities.
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher and in line with health and safety requirements.
- Prepare and present displays.
- Support pupils in their social development and emotional well-being, reporting problems to the teacher as appropriate.
- Share information about pupils with other staff, parents/carers, internal and external agencies, as appropriate in line with school policies and procedures.
- Assist in the development of pupil support plans, target card, progress reviews and student profiles.
- Support the work of volunteers and other teaching assistants in the classroom.
- Undertake pupil record keeping and maintenance of records as requested.
- Invigilate examinations and tests.
- Assist with the supervision of pupils before school and during transition, break times, lunchtimes and after school clubs as required.
- Provide cover to supervise a class and/or small group on an unexpected non timetabled basis only.
- Assist in escorting and supervising pupils on out of school visits and activities under the direction of a teacher.
- Maintain a clean, safe and tidy learning environment.
- Monitor and manage stocks and supplies for the classroom.

Support for the School

- Be aware of and comply with policies and procedures relating to safeguarding/child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times.
- Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school.
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals.
- Attend morning briefings, staff meetings and parents evenings as required.

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- Participate in training and other learning activities and performance development as required to meet individual pupil and staff needs.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

The Teaching Assistant will be required to safeguard and promote the welfare of children and young people, and follow school policies and the WMAT staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Teaching Assistant will carry out. The postholder will be expected to undertake any duties which may reasonably fall within the level of responsibility and competence of the post, as directed by the headteacher or line manager.

Person specification

CRITERIA	QUALITIES
Requirements and skills	It is essential that the post holder:- ▪ Is suitable to work with children. ▪ Has the ability to communicate clearly and effectively with students, staff and parents/carers. ▪ Has a flexible and adaptable approach to both work and to the behaviours of students ▪ Has a good understanding of the way children learn ▪ Has good organisational skills
Personal qualities	▪ Friendly, caring, patient, fair, and consistent. ▪ Calm under pressure. ▪ Willing to go the 'extra mile' ▪ Enthusiastic with a positive attitude. ▪ A supportive member of school activities. ▪ Keen to build on skills and be prepared to learn. ▪ Accurate in all record keeping. ▪ A team player. ▪ A sense of humour. ▪ Flexibility. ▪ A good time keeper.

Notes:
This job description may be amended at any time in consultation with the postholder.

Last review date: October 2022
Next review date: October 2023

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____

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