



Head of School: Mr Simon Anderson BA (Hons), NPQH, NASENCo  
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## **POST: Teaching Assistant**

### **Grade D point 3 - 4 (pro rata)**

#### **Overall purpose of the post:**

- Helping to raise standards of achievement for all pupils
- Working with pupils as part of the school team, planning and delivering educational programmes under the direction of the class teachers
- Enable children with additional needs to be happy, safe and confident in school and access learning

#### **Key responsibilities:**

- Supporting learning activities including additional learning needs and development (1 to1 or identified group)
- Helping with/ contributing to the motivation, pastoral care, welfare and support of pupils.
- Establishing and maintaining secure relationships with individuals and groups.
- Establish positive relationships with children and links with parents where appropriate
- Follow SENCo / teacher advice in implementation of the child's pastoral support plan
- Maintain daily records for individual child's targets and feedback to SENCo / teacher

#### **Working with pupils with additional needs:**

- Assist in the preparation of materials for child/children to enable improved access to the curriculum.
- Work as part of a team, in partnership with the class teacher, SENCO or other TAs
- Provide individual, paired, group or general support as needed for the designated pupil (s) taking individual targets into account.
- Attend meetings and liaise with parents, as required, regarding the child's progress.

#### **Support for the SENCO / class teacher:**

- Undertaking specific programmes of support as directed by the SENCO
- Regular and accurate records on the achievements and progress of individuals and groups.
- Assisting with the development, preparation and maintenance of resources.
- Contributing to the management of pupils' behaviour and welfare promoting good behaviour at all time.
- Assisting with preparing/ maintenance of the learning environment through displays, tidying etc.
- Assisting with supervision of pupils during school visits or at break times, including before and after school as identified.

#### **General:**

- Carrying out any reasonable duties relating to the position, within the scope of the post, as requested by class teacher, SENCO or head teacher/ deputy headteacher
- Upholding the aims and policies of the school and following agreed procedures.
- Maintaining confidentiality
- Communicating concerns – particularly those relating to pupil welfare or child protection to the designated safeguarding lead (DSL). Adhere to all safeguarding policies and procedures
- Participating in appraisals / training / Professional Development to the benefit of the individual and school.
- Administering basic first aid support as needed within the limitations of any training received.