



## **JOB DESCRIPTION**

**JOB TITLE:** Teaching Assistant

**GRADE:** SLT GRADE C

**REPORTS TO:** SENCO

**WORKING WITH:** Teaching staff and students

---

### **Purpose of job:**

To support students learning by:

- Developing an understanding of the specific needs of the students to be supported. This may include students with complex needs such as Autism and Downs Syndrome
- Supporting groups of students or individuals in their acquisition and development of knowledge and skills.
- Directing and organising students as outlined in the agreed plans for the class.
- Ensuring that students complete the tasks set within a good learning environment.
- Monitoring, recording and reporting on student progress.
- Establishing a supportive relationship with named students with SEND.

### **Responsibilities:**

- Assist in the educational and social development of students under the direction and guidance of the SENCO and class teachers.
- Support students' learning in ways agreed with the SENDCO/class teacher. (This includes preparing resources, contributing to support plans for students and may include supporting in physical education.)
- Assist in the implementation of Passports for students and help monitor their progress.
- Assess, report and record students' progress in accordance with the agreed procedures.
- Assist subject teachers with maintaining student records.
- Help to manage the behaviour of students whilst they are being supported.
- Support students with emotional or behavioural problems and help develop their social skills.
- Implement the school's Behaviour Management Policy and promote positive values in line with established policy and encourage students to take responsibility for their own behaviour.
- Provide support for individual students inside and outside the classroom to enable them to fully participate in activities.
- Contribute to reviews of students' progress when asked
- Use skills and experience to safely manage classroom activities, the physical learning space and resources for which you are responsible.
- Engage in appropriate clerical duties to support the role, e.g. input and retrieval of data into computerised and manual systems, taking register, etc., as required.
- Adapt subject based activities and resources to meet the needs of the students as necessary (in discussion with the teacher).
- Provide feedback on students' progress to the subject teachers.
- Attend and participate in regular meetings as required.
- Participate in CPD training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- As required and under the guidance of teaching/senior staff, undertake a range of other activities to support students learning that may include: contributing to lesson planning, evaluating and adjusting lessons, developing of passports, implementing agreed learning strategies, etc.

Standards and Quality Assurance

- Support the aims and ethos of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Be proactive in matters relating to health and safety.
- Understand different types of disabilities and learning difficulties.
- Understand National Curriculum principles and assessment procedures.
- Be competent in the use of ICT to support learning.

**Responsibilities general:**

- To be responsible for the implementation of, and compliance with, the provisions of legislation and school policy relating to health and safety, of such employees and areas of the workplace as fall under direct control of the post holder and for complying with legislation relating to works and contracts as are within the direct responsibility of the post holder. Induction will be provided.
- To undertake such other duties appropriate to the grade and character of work as may reasonably be required.
- To be prepared to implement the Council's Equalities Policy at all levels appropriate to the job and must at all times carry out his/her duties with due regard to this policy.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out in the above job description, but please note that Warden Park School maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.

**CONFIRMATION OF JOB DESCRIPTION**

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.*

The job description is current at the date below but will be reviewed on an annual basis and, in consultation with you, may be changed to reflect changes in the job requirements/outcomes which are commensurate with the job title and grade.

I confirm that I have read this job description and person specification.

Name: ..... (Please Print)

Signed..... (Staff Member) Date .....

Signed..... (Warden Park Academy) Date.....



## **PERSON SPECIFICATION**

**JOB TITLE:** Teaching Assistant

**GRADE:** WPA Grade 4

**REPORTS TO:** SENCO

**WORKING WITH:** Teaching staff and students

---

### **ESSENTIAL CRITERIA**

#### **Job related education, qualifications and knowledge**

Evidence of having undertaken, or a commitment to undertaking:

- A good standard of education.
- Excellent inter-personal skills.
- Understand the range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs.
- Understand classroom roles and responsibilities and own position within those roles.

#### **Experience**

- Experience of working in a school and/or with young people. This may include experience of, for example, working in youth groups or social care organizations or supervising/managing staff in commerce or industry.

#### **Skills/Abilities**

- Displays good written and oral communication skills.
- Ability to safely manage classroom activities, the physical learning space and resources for which they are responsible.
- Demonstrates a firm but fair and friendly approach able to command the respect of young people.
- Demonstrates positive, confident and sensitive management of pupils (including those who display challenging behaviour).
- Relates well to children and adults.
- Good observational skills with the ability to feedback information clearly and concisely.
- Patience and resilience.
- Good numeracy/literacy skills.

- Can use ICT effectively to support learning (training can be given).

**Equalities**

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

**SIGNED:** ..... **DATE:** .....