**Job Description *Teaching Assistant (Scale 3)***

This post is directly responsible to Class Teachers (or school SENCO) and Year Group Leads.

**KEY PRIORITIES**

* To work with the Class Teachers/SENCo to support OUTSTANDING progress for all pupils.
* To follow the school’s behaviour policy to promote excellent learning behaviours for all pupils.
* To support Class Teachers/SENCo to ensure classroom environments provide OUTSTANDING support for all pupils.
* To support Class Teachers/SENCo to ensure high quality resources are available for all learners.
* To ensure our school provides equal opportunities in all aspects of its work including the integration of pupils in our Centre for the Deaf.

**MAIN RESPONSIBILTIES**

SUPPORTING LEARNING

* Work with individuals and small groups on specific activities under the guidance of the Teacher and/or other lead person.
* Assist with work programmes and written observations and records on individual’s progress.
* Assist Class Teachers with supporting pupils’ individual education plans, both indoors and outdoors.
* Assist in the preparation of the classroom, resources, equipment and computers for use by pupils.
* Support pupils in physical activities (PE, Drama etc) as required.

MANAGING BEHAVIOUR

* Motivate and support pupil(s) to remain on task and complete work in a focused way (following the school’s behavior policy).
* Accompany and support pupil(s) on outings from school as necessary.

COMMUNICATION

* Share information about pupils’ personal and educational needs to the Class Teacher and other staff as appropriate.
* Be proactive in having up to date knowledge of school communication information.
* Contribute to team meetings and review meetings as directed by the Class Teacher.
* Communicate effectively with the class teacher on a daily basis

SUPPORTING PUPIL WELFARE

* Provide personal care and assistance for pupils who require such support. This may include assisting with oral and personal hygiene including changing nappies/pads and facilitating incontinence programmes, feeding or assisting with feeding pupils safely and hygienically, and supporting pupils during break and lunch times as appropriate.
* Attend to minor accidents at school, where appropriate training has been given, and supervising unwell children at the direction of the Head of Campus.
* Follow the school safeguarding policy to ensure all pupils are kept safe both in school and beyond school.
* Maintain the health and safety of pupils and colleagues in the school by assisting in maintaining a clean and tidy environment and reporting any hazards that cannot be dealt with.

DEVELOPING SELF

* Undertake training and attend INSET days in accordance with contractual requirements.
* Take an active role in own performance management.

OTHER DUTIES

* Follow the School’s Equal Opportunities policies.
* Maintain confidentiality and observe data protection and associated guidelines.
* Assisting with any other duties of a similar level or responsibility as required by the Head Teacher or Head of Campus.

Signed (member of staff): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_