

## **Job Description Teaching Assistant**

|                                 |                                                                                                                                                          |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title:</b>               | Teaching Assistant                                                                                                                                       |
| <b>Responsible to:</b>          | Class Teacher                                                                                                                                            |
| <b>Responsible for:</b>         | The pupils you support, all pupils in school, Liaison with Multi Professional team working both in and outside of school.                                |
| <b>Important relationships:</b> | Principal, Senior Leadership Team, pupils and parents, other members of the teaching and non-teaching staff, the Governing Body and other professionals. |

### **Job Summary**

To work under the guidance of teaching staff to support learners make exceptional progress in all aspects of school life. To assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

### **Principle Duties and Responsibilities**

#### **1) Support for Pupils**

- 1.1 Supervise and provide particular support for pupils, ensuring their safety and access to learning activities.
- 1.2 To follow the guidelines for individual support, including personal care needs, medical interventions, and manual handling care plans, undertaking any required training and raising any concerns with the relevant advisor.

- 1.3 To follow general instructions and guidance to fully support all teaching and learning activities in the classroom including the competent and regular use of ICT, including a range of communication aids.
- 1.4 Establish constructive relationships with pupils and engage with them purposefully in all aspects of school life.
- 1.5 Promote the inclusion of all pupils.
- 1.6 Encourage pupils to interact with others and engage in activities led by the teacher.
- 1.7 Set challenging and demanding expectations and promote self-esteem and independence.

## **2) Support for Teacher**

- 2.1 Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- 2.2 Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- 2.3 Assist with the planning of learning activities
- 2.4 Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- 2.5 Provide detailed and regular feedback to teachers on pupils' achievement, progress and pastoral development.
- 2.6 Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility.
- 2.7 Establish constructive relationships with parents/carers.
- 2.8 Administer routine test and invigilate exams and undertake routine marking of pupils' work as required.
- 2.9 Provide administrative support e.g. photocopying, typing, filing, collecting money, administering coursework etc.

## **3) Support for the Curriculum**

- 3.1 Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- 3.2 Support the use of ICT in learning activities and develop pupils' competence and independence in its use.

- 3.3 Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

#### **4) Support for the School**

- 4.1 Be aware of and comply with policies and procedures relating to child protection and safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 4.2 Be aware of and support difference in an inclusive environment.
- 4.3 Appreciate and support the role of other professionals.
- 4.4 Attend and participate in relevant meetings as required.
- 4.5 Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime as required.
- 4.6 Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- 4.7 Participate in training and other learning activities and performance development as required.

#### **Supervision Arrangements**

Addington Valley Academy will determine supervisions arrangements in line with the management structures and needs of the job.

.....

#### ***Safeguarding Commitment***

Orchard Hill College and Academy Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Appointments made will be subject to an Enhanced Disclosure via the Disclosure and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Orchard Hill College and Academy Trust is proud to be a Disability Confident Employer, committed to creating an inclusive and supportive workplace for all.

#### ***General notes***

- (1) Job descriptions are to be reviewed annually.
- (2) The responsibilities listed above are the basic essentials of the post; it is always open to the post-holder to propose ways of extending these responsibilities.