



JOB DESCRIPTION

Job Title: **Teaching Assistant**

Salary: **Grade 3, with a pro-rata salary to work term time only plus 5 days**

Accountable To: **SENDCo**

JOB PURPOSE

The Teaching Assistant will provide support to meet the needs of pupils within the ARP at Redby Academy. Working with individual pupils and small groups both within the ARP provision and supporting pupils to access mainstream classes where appropriate.

KEY RESULT AREAS

- Supervise and provide support to pupils either on a 1:1 or in a small group both within the ARP setting and in mainstream classes.
- Work closely with the SENDCo and other teaching staff to deliver tailored interventions and support strategies.
- Foster a positive and inclusive learning environment, encouraging pupil engagement and confidence.
- Work collaboratively with staff and other relevant professionals and provide information about pupils as appropriate.
- Use teaching materials to differentiate lessons/work as appropriate within an agreed system of supervision.
- Implement strategies to support pupils in their social development and their emotional well-being, dealing with and following relevant policies and procedures.
- Provide specialist support to pupils within the ARP ensuring the support requirements identified in their plans are met.
- Determine the need for, prepare and use specialist equipment, plans and resources to support students.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Establish and maintain relationships with parent/carers and other professionals.
- Implement support plans for students including EHCPs and IEPs, including attendance at, and contributing to review meetings.
- Support the role of parents/carers in pupil's learning and contribute to meetings to provide feedback and specialist advice/knowledge.

- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the established policy and encourage pupils to take responsibility for their own behaviour.
- Accompany and supervise pupils on educational visits and out of school activities as required.
- Participate in the emergency first aid rota in school (appropriate training will be arranged).
- Undertake any other duties commensurate with the grade and nature of the role.

VARIATION IN THE ROLE

Given the dynamic nature of the role and structure of TCAT and Redby Academy, it must be accepted that, as TCAT and Redby Academy's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

EQUALITY AND DIVERSITY

TCAT is committed to equality and diversity for all members of society. TCAT will take action to discharge this responsibility but many of the actions will rely on individual staff members at TCAT embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support TCAT's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to TCAT with an all inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or TCAT can improve its practice on Equality and Diversity, please contact the Chief Operating Officer.

HEALTH AND SAFETY

All members of staff have a duty to maintain safe and clean conditions in their work area and co-operate with TCAT on matters of Health and Safety. This will include assisting with undertaking risk assessments and carrying out appropriate actions as required. Staff are required to refer to TCAT Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in TCAT Staff Development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

COMMITMENT TO SAFEGUARDING VULNERABLE GROUPS

TCAT is committed to safeguarding and promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.