**JOB TITLE: Teaching Assistant**

**RESPONSIBLE TO: Headteacher**

**Accountable to: Class Teacher**

**Pay: Grade 3 £21,575 - £23,194 FTE**

**Actual £18,800 - £20,095 pro rata**

**STATEMENT OF PURPOSE**

To work with the class teacher to support pupils’ effective independent learning and progress.

To prepare resources and the classroom for planned activities.

To provide support for pupils’ learning and care needs (intimate care when appropriate) and having due regard to the health, safety and wellbeing of pupils and colleagues.

To have shared responsibilities, along with all staff in school for the safeguarding of pupils.

**KEY RESPONSIBILITIES**

**Learning and Development Activities**

* To provide support for learning activities across all areas of the national curriculum and to provide feedback to the teacher on pupil progress with objectives and tasks
* To assist with the timely preparation of resources, activities and the teaching environment ensuring pupil safety. This may include preparing materials to meet individual pupil needs
* To clear up after activities keeping the teaching area safe and tidy and to assist with displays
* To help pupils advance towards their targets and to provide feedback on progress
* To support pupils to review their own learning wherever possible
* To assist in implementing and reviewing agreed programmes of work and highlight any concerns to the classroom teacher.

**Behaviour, Therapy and Play**

* To implement agreed behaviour management strategies to promote positive behaviour
* Promote mental health and well being through attachment and trauma awareness approaches
* To support therapists and pupils before, during and following therapy sessions and to assist with therapies as required
* If appropriate to provide opportunities for pupils to experience a variety of play environments that stimulate them and provide opportunities for risk, challenge and personal growth
* To support pupils to participate as inclusively as possible in all activities
* To help pupils manage their own feelings and relationships with others.

**Care and Safety**

* To provide support to pupils’ general welfare, as required including emergency First Aid
* To be familiar with pupils’ care plans/medical risk assessments and provide care, encouragement and maintain dignity
* To assist with monitoring of physical wellbeing including eating habits to support the development of pupils’ independence
* To support pupils’ emotional wellbeing, self -reliance self-esteem and resilience
* To assist in intimate care as required
* To assist in the supervision of pupils during break and lunchtimes.

**Communication**

* To provide support to communication and interaction needs including facilitating communication for pupils who use augmentative or alternative means of communication
* To support pupils and their families for whom English is an additional language (EAL)
* To establish and maintain effective communication with parents, carers and families about the care and education of their children through communication books (if applicable), review meetings and phone calls as required.

**Team Working**

* Assist in the assessment, monitoring and recording of pupil progress and behaviour and the maintenance of record keeping systems
* To provide occasional supervision of a group or class for time limited activities or in an emergency
* To work flexibly as part of the classroom team and to take part in the support and induction of new staff as well as the annual performance management scheme.