

Job Description	
<b>Department</b>	n/a
<b>Post Title:</b>	<b>Teaching Assistant</b>
<b>Salary Scale/Range</b>	NJC Scale 3 Point 5 -6
<b>Hours</b>	32.5 hours per week
<b>Permanent/Fixed Term</b>	Fixed Term (12 months initially)
<b>Posts Responsible to</b>	Headteacher
<b>Posts Responsible for</b>	n/a
<p><b>Job Purpose:</b></p> <ul style="list-style-type: none"> <li>• To support teaching and learning activities across the school</li> <li>• To support pupil groups ensuring high expectations and progress with the curriculum including pupils with an EHCP</li> <li>• To be responsible for the personal care/supervision of children</li> <li>• To liaise with Parents/Carers</li> </ul>	

<p><b>Key Accountabilities/Primary Responsibilities:</b></p> <p>Tasks that may be carried out in this role include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• To assist in the planning, recording and implementation of the curriculum including pupils with an EHCP under the direction of the class teacher</li> <li>• To work with the class teacher in lesson planning, and reshaping work as appropriate</li> <li>• To provide support for all professionals delivering teaching</li> <li>• To administer intervention programmes and maintain records of impact</li> <li>• To deliver teaching and learning activities and provide written and oral feedback to children both individually and in groups</li> <li>• To monitor and evaluate the child's learning and provide feedback to the teacher including pupils with an EHCP</li> <li>• To facilitate positive interactions between the child and peers</li> <li>• To prepare resources and provide assistance in the development of learning resources within the school</li> <li>• To assist with supervision during educational visits</li> <li>• To attend to the personal needs of pupils including pupils with an EHCP, including administering medication as necessary</li> <li>• To provide support for children with special educational needs including assistance generally</li> <li>• To liaise sensitively with parents under the direction of the class teacher</li> <li>• To be an integral part of the school and work in partnership with all staff on a curriculum team, developing subject expertise</li> <li>• To implement the school behaviour policy</li> <li>• To undertake relevant CPD to support the needs of pupils with SEND</li> <li>• To undertake break time and daily lunch time activities as timetabled</li> <li>• To undertake first aid duties and attend to unwell children as necessary</li> </ul>
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- To provide clerical assistance as necessary e.g. maintaining records
- To support the functionality of wider school activities by participating in activities including Chaperone Service and lunch duties.

In addition, the post holder will undertake any other miscellaneous work, deemed suitable by management of the school.

### **Professional Development**

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of Teaching Assistant are kept up to date including attending any training course relevant to the post to ensure continuing personal and professional development.
- Be a professional role model, and understand and promote the aims and the values of the Trust

### **Safeguarding and Promoting the Welfare of Children and Young People**

- The jobholder is required to adhere to the statutory guidance 'Keeping Children Safe in Education' and follow all of the Trust's policies and procedures in relation to safeguarding at all times.

### **Data Protection**

- The jobholder is expected to comply with the provisions of GDPR and the Data Protection Act 2018, and follow all of the Trust's information governance policies and procedures at all times.
- Any information the jobholder has access to, or is responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person, or Authority without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

### **Equality and Diversity**

- The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.
- The Trust are committed to fulfilling their Equality Duty obligations, including valuing equality and diversity and we expects all employees to share this commitment.

### Health and Safety

- The jobholder has a duty to take care of their own health and safety and that of others who may be affected by their actions at work.
- The jobholder must co-operate with the Trust as their employer, and co-workers to help everyone meet their legal requirements and follow the Trust's health and safety policies and procedures at all times.

Staff Member Name	
Signature	
Date	
Manager Name	
Signature	
Date	

*The particular duties assigned to this post are set out above but 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. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the Trust/School. Such variations are a common occurrence and cannot of themselves justify a re-evaluation of the post.*