Teaching Assistant

Salary Grade: **UKAT Band B**
Hours: **32.5 hours per week / Term time only**
Responsible to: **SENCO and/or Assistant Principal**
Responsible for: **addressing the learning needs of SEN and other targeted students**

Purpose and Vision

To take responsibility for the delivery and supporting learning activities to enable access to learning for students whether in a mainstream setting or the Eliot SEN Centre. This will involve planning, preparing, delivering learning activities, monitoring, assessing, recording and reporting on student progress and development for whole classes, small groups and/or individuals.

The role of Teaching/Curriculum Assistants is to raise attainment and achievement across the Trust by removing barriers to learning thereby improving student motivation and self-esteem.

All duties to be overseen by the SENCO/Assistant Principal for Inclusions.

Teaching and Learning

1. To deliver learning support and intervention to students across the Trust in classes, small groups and individually where required. These will include local and national learning strategies where appropriate e.g. literacy and numeracy.
2. Assist in planning and delivering individual student learning programmes to ensure students are progressing towards their targets. This may include coaching and mentoring of individuals as guided.
3. To assist in planning and delivery of teaching and learning programmes and activities to students identified on the SEND register and those with additional needs.
4. To promote and support the inclusion of all individuals in their learning under the guidance of a teacher plan, this will include the preparation and implementation of teaching resources to meet the diversity of students' needs.
5. To build and maintain successful relationships with students and staff, communicating effectively sensitively and empathetically to motivate and support their learning.
6. To use behaviour management strategies in line with the Trust's policy and procedures which contribute to a purposeful learning environment, promote positive behaviour and develop independence.
7. To participate in access arrangements for students as required.
8. Use ICT and new technologies effectively to support learning and develop students' competence and independence.
9. To record progress and achievement in lessons/programmes and provide evidence of progress and attainment that can be used to assist with future planning and target reviews.

Monitoring and Assessments

1. To monitor and record students' learning participation, behaviour and progress and provide objective feedback to all stakeholders. These include students, parent/carers and staff.
2. To support teachers to ensure our provision for SEND, additional needs and targeted students across the Trust is documented and reviewed regularly using a variety of progress measures and assessments.
3. To contribute to reports as required for the SENCO and other inclusion staff on student progress and targets outlined in their Educational Health Care Plans (EHCPs), School Based Plans (SBPs) and Behaviour Support Plans (BSPs).

Professional and Other Issues

1. To undertake ongoing training and development
2. Establish productive working relationships with students, acting as a role model and setting high expectations.
3. To improve own practice through observation, evaluation and discussion with colleagues
4. To participate in whole staff performance management process
5. To adhere to professional and staff codes of conduct at all times.
6. As an employee to comply with the duty, under the Health & Safety at Work Act of 1974 and other relevant legislation, to take reasonable care when carrying out work duties and other activities, to avoid injury to oneself or to others, and to co-operate with the employer and others in meeting statutory requirements.
7. To ensure complete commitment and compliance with safeguarding policies and procedures and promote the welfare of children and young people.
8. Recognise and respond effectively to equal opportunities issues as they arise, including challenging stereotyped views, bullying or harassment.
9. Organise and manage safely the learning activities, the learning environment and resources for which they are given responsibility
10. To assist with photocopying and preparing documents as required.
11. To support staff with classroom and corridor displays.
12. To input data on to the academy management system as required.
13. To reward students for good work and progress
14. Participate in duties rota and meetings for staff where requested but within working time.
15. To work flexible hours as may be required and after negotiation.