

Teaching Assistant

Scale:	L2
Title:	Teaching Assistant
Responsible to:	Headteacher, SENCO, Class Teacher
Job purpose:	To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures.
Specific responsibilities:	Provision of teaching and intervention support as needed

GENERAL DUTIES

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In fulfilling the requirements of the post, the member of staff will demonstrate essential professional characteristics, and in particular will:-

- Work with specific children or groups of children to support under the direction of teaching staff
- Implement planned learning activities/teaching programmes as agreed with the teacher adjusting activities according to pupils' responses as appropriate.

AREAS OF RESPONSIBILITY AND KEY TASKS SPECIFIC TO THE ROLE

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a) Specific tasks related to the role

- Establish positive relationships with pupils supported.
- Support pupils with activities which support English and maths skills
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use
- Promote positive pupil behaviour in line with school policies and help keep pupils on task
- Interact with, and support pupils, according to individual needs and skills
- Deliver intervention to support specific groups of children
- Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Monitor and record pupil activities as appropriate writing records and reports as required
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- To support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- To attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid.
- To assist with the preparation, maintenance and control of stocks of materials and resources.
- Assist with the development and implementation of EHCPs, pupil profiles, individual learning plans and care plans.
- To provide structured support and education plans for pupils to provide strategies to manage behaviours and social and emotional needs
- Liaise with other staff and provide information about pupils as appropriate
- To assist with the display and presentation of pupils' work
- To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities
- To assist with escorting pupils on educational visits.

- To liaise with parents and outside agencies where appropriate

b) General Requirements:

- Understand and apply school policies in relation to health, safety and welfare;
- Attend relevant training and take responsibility for own development;
- Attend relevant school meetings as required;
- Respect confidentiality at all times;
- Maintain positive relationships with staff, parents, pupils and visitors to the school;
- Carry out duties in accordance with school-based policies and Health and Safety procedures;
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager;
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy;
- Share in the Governing Body's commitment to safeguarding and promoting the welfare of children and young people.
- Be familiar with, and comply with a full range of policies and procedures relating to safeguarding, health & safety and confidentiality. Ensure all concerns are reported to the appropriate person
- Continually develop practice through taking on feedback and seeking out CPD opportunities.
- Maintain up-to-date first training and deliver first aid to pupils and adults when necessary

CONDITIONS OF SERVICE

Governed by the NJC, supplemented by local conditions as agreed by the governors.

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

EQUAL OPPORTUNITY

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's

Equal Opportunities Policies.

This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description