

Job Summary

Assist in the educational, personal and social development of designated students under the direction and guidance of relevant colleagues (e.g. the Principal, SENCo and/or INCo, phase leaders and class teachers.) Support students by adopting relevant strategies and techniques to enable them to access the curriculum, engage with their learning and achieve their full potential. Takes responsibility for implementing planned learning activities/ teaching programmes as agreed with the teacher, adjusting activities according to students' responses as appropriate. Deliver measurable impact on student attainment as well as social and emotional well-being. Works collaboratively with relevant colleagues to fulfil the requirements of the role.

Primary Duties and Responsibilities

Relationships

- Establish and develop effective relationships with designated students both 1:1 and in small groups, guiding them to ensure they make progress in line with their objectives and achieve their potential.
- Work in partnership with teachers ensuring individual student learning needs are met, discuss student progress and share strategies and concerns.
- Effectively communicate knowledge and understanding of pupils to other professionals to facilitate informed decision making with regard to required intervention and provision.
- Build effective ongoing relationships with parents/carers keeping them informed of the student needs, targets and progress and sustaining effective relationships with the school community. Recognise the valuable contribution of parents and carers to the development and wellbeing of students.
- Contribute to basic monitoring, evaluating and assessment of students' progress. Record and report on basic data.
- Work collaboratively to share information, knowledge and best practice.
- Working closely with and learning from others to continuously improve practice and ensure required knowledge and understanding is up to date and relevant.
- Adapt communication style and language to suit individual students and their specific needs.
- Deal with any Child Protection disclosures or pastoral concerns sensitively and in line with Safeguarding policy and procedures.

People Management

- Take responsibility for identified students, using particular strategies to support them to achieve their targets. Act as mediator and advocate working in their best interests when in professional dialogue with others.
- Promote the inclusion and acceptance of all students within the classroom.
- Assist in the resolution of student disputes in accordance with Academy policy and practice.

Resource Management

- Produce basic resources and study materials for use in intervention groups and in lessons.
- Highlight and recommend resources that could be utilised to support specific students.
- Ensure learning resources, IT and disability aids are available and operational when required to support full inclusion.
- Use effective positive behaviour management techniques and strategies with support. Assist and support students with behavioural difficulties.
- Ensure all written and electronic records and reports are accurate, comprehensive and timely.
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of student performance and progress.
- Assist in the development of individual educational plans for students.
- Invigilate exams and tests as required.

Decision Making

- Liaise with teachers regarding learning needs for specific students, decide on appropriate strategies in conjunction with the teacher to allow individuals to fully access the lesson.
- Contribute to the identification and selection of students for specific interventions such as social skills or literacy and numeracy sessions.
- Seek guidance and support from colleagues as required.

JOB DESCRIPTION: Teaching Assistant – Level 1

- Understand when it is necessary to raise concerns, and ensure this is done in line with relevant policy and procedure.
- Adapt approach to respond appropriately to situations that arise.

Work Demands

- Be flexible to meet the needs of students, able to multi-task and adapt to situations as they arise
- Ability to be patient, show empathy and remain calm under pressure.
- Undertake other appropriate tasks such as first aid duties as required.
- Promote positive pupil behaviour, deal promptly with conflict and incidents in line with Academy policy with support where required. Encourage pupils to take responsibility for their own behaviour.

Physical Demands

- Manual handling may be required (relevant training will be provided if necessary). Positive handling may be required but only in situations where safety is at risk and should be managed in line with relevant guidelines.
- Contribute to organising physical teaching space and resources to maintain a safe, stimulating environment.
- Assist in practical lessons e.g. PE, Drama and DT as required.
- Organising physical teaching space and resources to maintain a safe, stimulating environment.
- Administer medications where appropriate in accordance with Academy policy and assist students with personal care requirements such as toileting.
- Escort and supervise students on educational and out of school activities.

Working Conditions

- Work will be academy based but will include accompanying students on visits and may include attending meetings at other sites within the Federation as well as with external agencies. May be required to carry out various duties at other academy sites.

General Expectations

Behaviour Expectations

- Establish High expectations for all that we seek to achieve.
- Create Equity of opportunity, removing disadvantage.
- Champion the success and life chances of All children.
- Furnish pupils and staff with the Resilience to succeed as lifelong learners.
- Promote Tolerance and respect for ourselves, our communities and our environment.

Expectations of Jobholder

- Be aware of and comply with CLF policies as set out in the CLF Employment Manual, including the Code of Conduct, as well as individual academy policies and procedures.
- Be committed to safeguarding and promoting the welfare of children and young people.
- Ensure that the equal opportunities policy is adhered to and promoted in all aspects of the post holder's work.
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.
- Demonstrate professionalism towards sensitive and confidential information and adhere to data protection legislation.
- Comply with and promote Health and Safety and Safeguarding policies and procedures and to undertake recommended training as and when necessary.
- Commit to professional self-development, such as through participation in inset training and professional services networks as necessary for the successful carrying out of the job.
- Undertake such other duties as are commensurate with the grade of the post.

NB: This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive list of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Signed:

Name:

Date: