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| **JOB TITLE** | | Teaching Assistant | **CYA JD Ref No.** | TA 01-2017 |
| **GRADE** | | Grade 3 | **BASE LCC JEM No.** | 01-129 & 01-139 |
| **REPORTS TO**  **(Job Title)** | | SENCO, (Under direction of teachers with in lessons) | | |
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|  | **PURPOSE OF JOB**  To work with children and young people as directed, either individually and/or with groups of children, providing support to the headteacher and teacher across a range of child-centred activities which promote child development and learning. To take responsibility for some specific tasks. | | | |
|  | **MAIN RESPONSIBILITIES, TASKS and DUTIES** | | | |
|  | **School Related** | | | |
|  | Act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management. | | | |
|  | Be responsible for particular learning areas, including planning and preparation of activities and meeting appropriate deadlines. | | | |
|  | Participate in meetings with parents/carers. | | | |
|  | Assist with the planning and preparation of activities and preparation of the classroom, and in the delivery of local and national initiatives, for example literacy and numeracy. | | | |
|  | Monitor children’s needs, reporting these to a designated person. Keep records as required by the school. Have familiarity with all relevant EHCPs specific to the child. | | | |
|  | Plan, deliver and monitor specific interventions as directed by the SENCO | | | |
|  | **Child Related** | | | |
|  | Assess identified students in and out of the classroom. | | | |
|  | Prepare and deliver work programmes for groups of pupils, for example literacy or numeracy. | | | |
|  | Promote development and learning (physical, emotional, educational, social), foster growth, self-esteem and independence. Observe and record development. Support those children with special needs. | | | |
|  | Carry out reasonable personal care and hygiene duties and administer basic first aid. Assist with the movement of children in and around the school. | | | |
|  | Should provide information for student review meetings and attend these where possible. | | | |
|  | **MANAGEMENT of PEOPLE**  None  **SUPERVISION of PEOPLE**  No direct line management responsibility but is occasionally required to demonstrate duties, give advice and guidance to employees, students or trainees. Also required, on occasion, to support other Teaching Assistants, which may include being shadowed or assisting with induction. | | | |
|  | **CREATIVITY and INNOVATION**  Required to follow policies and procedures but may need to be creative when making suggestions to resolve a child-centred problem and when assisting with developing activities. | | | |
|  | **CONTACTS and RELATIONSHIPS**  Direct contact with children and their parents/carers, or other employees at the school. Liaise with other professionals under the supervision/guidance of the teacher. | | | |
|  | **DECISIONS**   1. **Discretion**   Required to act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.   1. **Consequences**   Impact on service to a child or a group of children within the school, errors should be easily identified and resolved. | | | |
|  | **RESOURCES**  Develop and implement learning resources. | | | |
|  | **WORK ENVIRONMENT**   1. **Work Demands –** Subject to conflicting priorities due to curriculum and care needs 2. **Physical Demands –** Subject to considerable physical demands due, for example, to height of furniture*.* 3. **Working Conditions –** School based and may be required to undertake reasonable duties of a personal nature. 4. **Work Context –** Potential risk to wellbeing through undertaking personal care/ hygiene duties and possible aggression from pupils/parents/carers. | | | |
|  | **KNOWLEDGE and SKILLS**  GCSE or equivalent in Maths and English  NVQ2 or equivalent  2 years relevant experience | | | |
|  | **GENERAL**  Occasional cover, as and when required, and as directed by the Line Manager. | | | |
| **Job Evaluation –** This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by Lincolnshire County Council | | | | |
| **Other Duties –** The duties and responsibilities in this job description are not exhaustive. The Postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder. The post is under the direction of the Line Manager and any additional duties are directed by that Line Manager. | | | | |
| **Equal Opportunities –** The postholder is required to carry out the duties in accordance with Academy Equal Opportunities policies. | | | | |
| **Health & Safety –** The postholder is required to carry out the duties in accordance with the Academy’s Health & Safety policies and procedures. | | | | |
| **All Academy staff have a responsibility to safeguard and promote the welfare of children and young people within the school.** | | | | |

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| **Job Description agreed by** | **Name** | **Signature** | **Date** |
| Headteacher | Mark Midgley | MMid sig | 29/04/22 |
| Postholder |  |  |  |