



## **Job Description**

### **Teaching Assistant**

**Responsible to:** SLT and SENDCo

**Liaises with:** Headteacher, Class teacher and SENDCo

#### **Main purpose of job:**

- To undertake work/support and care programmes to enable access to all learning for pupils and to assist the teacher in the management of pupils and the classroom. This role has a specific focus in the mornings, on the support of a child with an EHCP who requires 1:1 support.
- To work under the instruction/guidance of teaching staff to support the delivery of quality learning and teaching to help raise standards of achievement for all pupils.
- Work may be carried out in the classrooms or outside the main teaching area.
- Work to the framework of the professional standards for teaching assistants.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **Support for pupils:**

- To establish constructive relationships with all pupils and support them according to their individual needs;
- To establish constructive relationships with the parents of the child who requires 1:1 support in order to feedback on the child's progress against their targets and next steps;
- To develop knowledge and delivery of a range of learning support needs and to develop an understanding of the specific needs of the pupils to be supported;
- To supervise and provide particular support for pupils, ensuring their safety and access to learning activities;
- Assisting with the implementation of Individual Education/Behaviour Plans and Personal Care programmes;
- Assist children according to learning needs, e.g. social skills, language, behaviour, reading, spelling, handwriting/presentation;
- Help children concentrate on and finish work set both one to one and in a small groups;
- Remove barriers to learning by clarifying & explaining instructions and ensure the child is able to use equipment and materials provided as required whilst encouraging independence;
- Enable children to interact with others and engage in activities led by the teacher;
- Provide support for individual children inside and outside the classroom
- Develop appropriate resources to enhance/support children's learning;
- Provide timely feedback to pupils in relation to progress and achievement under the guidance of the teacher;
- Set high expectations of behaviour (dealing promptly with incidents in line with our school behaviour policy and encourage children to take responsibility for their own behaviour) and children's work that promote self-esteem and independence;
- Provide the necessary pastoral care to enable children to feel secure and happy.

**Support for the Curriculum:**

- Undertake intervention programmes linked to local and national learning strategies (and the EHCP where relevant), recording achievement and progress, and regularly feeding back all details to the teacher;
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses;
- Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.

**Support for teachers:**

- Monitor pupil's responses to learning activities and record achievement as directed;
- Support class teachers in photocopying and other tasks in order to support teaching.

**Support for the school:**

- Be aware of and comply with the procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop; promoting the inclusion and acceptance of all children;
- Contribute to the overall ethos/values/aims of the school;
- Appreciate and support the roles of other professionals;
- Attend and participate in relevant meetings as required;
- Contribute to reviews of children's progress as appropriate;
- Prepare and present displays of children's work as required;
- Set a good example in terms of modelling our school values, supporting our dress code, punctuality and attendance;
- Undertake other duties from time to time as required by the class teacher, SENDCo and Head teacher;
- Where appropriate develop a relationship to foster links between home and school.

**General:**

This job description sets out the main duties of the post and does not describe in detail all tasks required to carry them out.

**SPECIAL NOTES OR CONDITIONS**

The post holder will be subject to a full police and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions and cautions must be declared. The post holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's safeguarding policy