Job Description – Teaching Assistant

Job title	**Teaching Assistant**
Grade	**Grade 3 (Points 9 - 22)**
Responsible to	**SENCO**
Effective from	**January 2022**

Role Purpose:

- Provide high quality Teaching support as part of the school Inclusion team.
- Work flexibly on a variety of tasks according to the school's needs,and undertake tasks or duties that may not be covered in this job description.
- Contribute to improved attainment and progress of all our students.
- Support school policies, routines, codes of conduct and the ethos of the school.

Main Duties and Responsibilities:

- Create and maintain a positive, orderly, well managed and stimulating environment contributing to the maintenance of high standards of uniform, punctuality and behaviour. Use the school's rewards and sanctions process effectively.
- Play a full part in the life of the school community, to support its distinctive aims and ethos and encourage staff and student to follow this example.
- Develop professional relationships with students and colleagues leading to excellent provision and outcomes for all.
- Be responsible for assisting with and monitoring the welfare, care and safety of students.
- Be responsible for reporting inappropriate student behaviour while on site to relevant staff, dealing with incidents if able, appropriate and necessary.
- Enthuse, motivate and encourage all students to develop and achieve.
- To note, share and celebrate student achievement.
- Undertake 30 minutes of timetabled duty of student supervision once a week.
- Positively support Child Protection procedures and ensure child protection strategies are used when necessary.
- Develop and maintain working relationships with other professionals understanding the roles and responsibilities of others within the school.
- Participate in staff briefings, staff meetings and whole school meetings as appropriate.
- Participate in whole school training, including INSET days.
- Work flexibly to support the school's needs, this may include the need to work beyond the confines of the normal working day.

- Work outside the immediate role and team as necessary to ensure the smooth running of the school, including exam access provision.
- Adhere to and promote all school policies.
- Participate in the school's programme for Annual Appraisal.
- Promote the care and maintenance of the school's resources and premises.

Specific job role duties:

- Duties at breaks/lunch/HW or intervention clubs.
- Support teaching, learning and assessment across the curriculum.
- Plan, deliver and assess intervention programmes to support SEND students.
- Assist the SENCO with individual assessments
- Assist in the delivery and monitoring of provision within educational health care plans (EHCP).
- Form positive relationships with students who may have behavioural and/or learning difficulties.
- Work in collaborative partnership with teaching staff to foster links between home and school.
- Assist in promoting positive stakeholder partnerships between pupils, parents and staff.
- Participate in documenting pupil records relating to progress (One page profiles, Annual Reviews, Target Setting).
- Maximise the progress and achievements for **all** students including those with Special Educational Needs and Disabilities.
- Work with small groups of SEND students on specific interventions as well as supporting within lessons.
- Undertake the variety of tasks which spontaneously arise, while responding to the individual needs of the child/children.
- Attend professional development and training, disseminating information and training others as appropriate.
- Any other duties as deemed necessary by the Principal or Senior Leadership Group.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

Job description issued by the Principal:	
Copy received by:	
Date:	