

## Job Description

<b>Title of post</b>	<i>Teaching Assistant</i>
<b>Salary</b>	<i>Grade C/D SCP 3-6 FTE £24,027 - £25,183 Actual Salary £16,439 - £17,230</i>
<b>Hours of work</b>	<i>Part time, 30 hours per week, TTO plus 2 training days</i>
<b>Line manager and responsible for reviews</b>	<i>Headteacher</i>

### Purpose of the Post

- To complement, appreciate and support the role of teachers and other professionals by undertaking work/care support programmes which enable access to learning in the community as part of a teacher planned approach.
- To support teachers in delivering an appropriately differentiated and suitably challenging creative curriculum for all pupils whilst meeting statutory requirements.
- To work within school policies and procedures under the direction and guidance of senior staff and within an agreed system of supervision.
- May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

### Main Duties/Responsibilities

- Will assist in maintaining the good discipline of pupils throughout school and be expected to use good common sense, as well as initiative in all matters relating to the conduct and behaviour of individual pupils, groups of pupils and whole classes, the safety, mobility (if required), hygiene and well-being of pupils; making decisions within established working practices and procedures.
- Will recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with the relevant school; policy and procedures.
- Will deal with any issues, immediate problems or emergencies that arise in line with school policies and procedures liaising with colleagues where necessary, eg. dealing with sick, injured or distressed child.
- Acting as a role model, will establish productive and constructive working relationships with pupils, setting high expectations, motivating and interacting with them, being aware of their individual needs, supporting difference and ensuring all pupils have equal access to opportunities to learn and develop whilst responding appropriately.
- Will have the ability to cope with the requirements of the post, which may include working with pupils who have emotional/behavioural/physical/learning difficulties.
- Will contribute to the overall ethos/work/aims of the School / Trust.
- Will appreciate and support the work of other professionals.

- Be vigilant and sensitive to any child protection/safeguarding concerns that arise, reporting any concerns to the designated officer in line with school policy and procedure.

### **Management**

- Assist in the management of pupils in the learning environment.
- Assist in the planning of learning activities.
- Undertake structured and agreed learning activities / teaching programmes appropriate to the pupils' needs to ensure physical, social, emotional and intellectual development, taking into account diversity, eg. language, culture, race, ability and religion.
- Will supervise and support pupils consistently at all times, including those with special educational needs; recognising and responding to their individual needs whilst ensuring their safety and education in the learning environment.
- Assist with the development and implementation of Individual Education Plans and Personal Care Programmes; attending to the pupils personal needs and maintaining related personal programmes with the correct use of care and materials including the safety and well-being of the pupils, therapy and medical intervention needs of the pupil and first aid, paying attention to the social, health, physical and welfare matters as well as high standards of cleanliness and hygiene, eg. washing, dressing, toileting and if applicable mobility.
- For pupils who are physically less able, it may be necessary to be able to physically assist the pupil in line with school policies and good practice.
- May occasionally be expected to supervise a class for brief periods during a morning or afternoon session when the classroom teacher is not available.

### **Resources**

- Promote and reinforce the inclusion, acceptance and integration of all pupils, including those with specific and special needs and those from different cultures and/or with a different first language as appropriate.
- Set challenging and demanding expectations whilst promoting self-esteem and encouraging pupils to act independently as appropriate as well as interact and work co-operatively with others and engage in activities led by the teacher.
- Participate in training and other learning activities and performance development as required.
- Will prepare, create and maintain a purposeful, orderly and supportive learning environment to meet the lesson plans. Take responsibility for the care, preparation, maintenance and use of relevant equipment, assisting pupils in its use and clearing/storage afterwards.

### **Administration**

- Will be aware of pupil progress, monitor/record pupil responses against pre-determined learning objectives as well as provide accurate, constructive and detailed feedback/reports to the teacher and pupils.

- Promote positive values, attitudes and good pupil behaviour and encourage pupils to take responsibility for their own actions whilst supporting the teacher in managing this. Deal promptly with conflict and incidents (including those involving restraint) and reporting challenging behaviour where appropriate in line with established policy.
- Will gather/report information from/to parents/carers as directed, taking into account parental/carer concerns, dealing with them sensitively under the direction of the teacher.
- Will provide clerical/administrative support as directed by the teacher.

### **Wider Responsibilities**

- In respect of local and national learning strategies, will support pupils to achieve learning goals e.g. literacy, numeracy, early years as directed by the teacher.
- Will support pupils in the use of ICT in learning activities as directed by the teacher, and develop pupils' competence and independence in its use.
- Will participate in own performance development, identify and address any training needs/other learning activities.
- Will assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes, accompanying teaching staff and pupils on visits, trips and out of school activities; taking responsibility for a group under the supervision of the teacher.
- Will assist in the supervision of students on work experience, trainees and voluntary helpers.

### **Environmental demands/Working conditions**

- Will have long periods of sitting or standing.
- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person.

### **Fluency Duty**

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Intermediate Threshold Level Intermediate Threshold Level The post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

### **Special conditions of service**

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

### **Other considerations**

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the Trust or school's Designated Safeguarding Leads or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Trust or schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

*This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.*