Teaching Assistant
Job Description

Position	**Teaching Assistant**
Salary	**Grade E (Scale Points 6 to 9) :** **£25,989.00 to £27,254.00 Full Time Equivalent** **£22,529.78 to £23,626.41 Actual pay for 37 hours and 39 weeks**
Tenure	**Established**
Time	**37 hours per week, 39 weeks (term time only including five training days)**
Responsible to	**SENDCo**

This is a part-time post working 37 hours per week, term time only, including training days. The post holder will work flexibly, as and when necessary, to ensure the School's needs are met. It is expected that the post holder will not take any leave during term time.

Main Purpose of the Role

- To work, under the direction of the class teacher and other appropriate staff, in assisting in and contributing to the planning, delivery and evaluation of the learning process, with a particular focus on pupils with SEND
- The post holder will work in classes, or other appropriate locations, supervising and supporting individuals and/or groups of pupils as necessary
- To plan and deliver intervention support for small groups and individual pupils.

Principle Responsibilities

Learning and Development

- Assist in the planning and evaluation of learning activities with the teacher. Deliver learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to support the needs of allocated pupils.
- With the class teacher, plan and deliver small group interventions, with clear objectives and appropriate learning outcomes.
- Monitor and record pupil responses and learning achievements and give appropriate feedback to teachers towards the overall assessment of pupil progress and attainment made by the teacher and other professionals.
- Interact with pupils in ways that support the development of their ability to think and learn, including the use of careful questioning.
- Support and assist in the development and implementation of appropriate behaviour management strategies.
- Take account of the effects of different parenting approaches, backgrounds and routines, and be involved in home school liaison, as directed by the class/subject teacher.
- Support pupils in their social and emotional wellbeing in implementing relevant social, health, and physical programmes, including for those with health, social and physical needs.
- Escort and supervise pupils on educational visits and out of schools activities under the supervision of a teacher.

Communication

- Establish rapport and respectful, trusting relationships and communicate effectively with pupils, their families and carers, and other agencies or professionals.
- Initiate appropriate and effective communication with the class teacher, and other professionals, forging and sustaining relationships across agencies.
- Communicate frequently and effectively with SENDCo, including fortnightly team meetings.

Safeguarding

- Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate.
- Make considered judgements about how to act to safeguard and promote a child or young person's welfare.
- Be confident in recording and reporting any safeguarding concerns through the relevant channels.
- Complete any necessary training related to safeguarding.

Sharing Information

- Assess, record and report on pupils' attainment and progress within assessment and reporting processes.
- Participate in meetings with other staff, external professionals and parents regarding pupils, in a support capacity to the teacher, who will normally lead on such matters.
- Assist in the induction and development of classroom support staff, cascading information and good practice.
- Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality.
- Participate in staff meetings.
- Share information confidentially about pupils with teachers and other professionals as required.

Administration/Other

- Assist the teacher and work as directed in preparation of the classroom and resources for planned work to take place.
- Undertake routine clerical duties as required.
- Support the use of ICT and adhere to relevant policies.
- Utilise and maintain records of pupil's progress and interventions
- Participate in appraisal, training and other learning activities.

Data Protection

- The post holder will comply with the school's policies and supporting documentation in relation to the Information Governance; this includes Data protection, Information Security and Confidentiality.

Health & Safety

- Be aware of and implement your Health and Safety responsibilities as an employee and where appropriate any additional specialist or managerial Health and Safety responsibilities as defined in the Health and Safety policy and procedure.
- Work with colleagues and others to maintain health, safety and welfare within the working environment.

Equalities

- We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.
- Within own area of responsibility, the post holder will work in accordance with the aims of the Equality Policy Statement.

Please note that these responsibilities will be reviewed from time to time and may be amended as is reasonable by the Headteacher. These duties are neither exclusive nor exhaustive and the post holder may be required to undertake other duties and responsibilities commensurate with the post, as reasonably requested by the Headteacher.

Signed: _____ *Teaching Assistant*

Signed: _____ *Headteacher*

Date: _____