Teaching Assistant Grade 4

**JOB DESCRIPTION**

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| **Academy:** The West Park Academy | **Pay Range:** Grade 4 |

**Job Purpose**

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. The primary focus will be to maintain good order and to keep pupils on task.

**Areas of Responsibility and Key Tasks**

**Key Responsibilities**

* Using specialist (curricular/learning) skills/training/experience to support pupils
* Assisting with the development and implementation of Individual Education/Behaviour Plans
* Establishing productive working relationships with pupils
* Promoting the inclusion and acceptance of all pupils
* Supporting pupils consistently whilst recognising and responding to their individual needs
* Encouraging pupils to interact and work cooperatively with others and engage all pupils in activities
* Promoting independence and employ strategies to recognise and reward achievement of self reliance
* Providing feedback to pupils in relation to progress and achievement
* Setting challenging and demanding expectations and promote self-esteem and independence
* Attending to pupils’ personal needs and provide advice to assist in their social, health and hygiene development
* Supporting provision for pupils with special needs including specialist support
* Working with the teacher to establish an appropriate learning environment
* Working with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
* Monitoring and evaluating pupils’ responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
* Providing objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
* Being responsible for keeping and updating records as agreed with the teacher, contributing to the review of systems/records as requested
* Undertaking marking of pupils’ work and accurately record achievement/progress
* Promoting positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
* Liaising sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings
* Administering and assessing routine tests and invigilate exams/tests
* Undertaking home visits as required
* Establishing constructive relationships and communicating with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
* Assisting in the development and implementation of appropriate behaviour management strategies
* Facilitating smooth transition between educational phases
* Providing general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities and lesson plans for individual children and small groups etc
* Supporting pupils in their learning in all areas of the curriculum
* Implementing agreed learning activities/teaching programmes, adjusting activities according to pupil responses
* Implementing local and national learning strategies e.g. literacy, numeracy, early years and making effective use of opportunities provided by other learning activities to support the development of relevant skills
* Supporting the use of ICT in learning activities and develop pupils’ competence and independence in its use
* Helping pupils to access learning activities through specialist support
* Determining the need for, preparing and maintaining general and specialist equipment and resources
* Providing appropriate guidance and support in the training and development of staff as appropriate
* Delivering and/or contributing to out of school learning activities within guidelines established by the school and within established working hours
* Providing cover for the provision of PPA time for teaching staff, plus short-term cover for absence for other staff
* Supervising pupils on visits, trips and out of school activities as required
* Supporting Teaching Assistant students in school settings

**General Responsibilities**

* Be aware of and comply with school policy and procedures particularly in respect of Child Protection and Health and Safety
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the school
* Ensuring the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility
* Attend and participate in regular meetings
* Participate in training and other learning activities as required
* Be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
* Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions
* To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school’s policies and procedures
* To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
* To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the Principal and member of staff, and will be reviewed by The Forge Trust annually.

***Vision:***

***Challenging educational orthodoxies so that every child makes good progress in core subjects;***

***All teachers are committed to personal improvement and fulfil their responsibilities;***

***All children receive a broad and balanced curriculum;***

***All academies strive to be outstanding.***

