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| Job Title: Teaching Assistant (L2) | Westwoodside Church of England Primary Academy |
| Post Number | Grade 4 |
| **Overall Purpose of Job:**  To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching. | |
| |  | | --- | | **Main responsibilities and duties**  1. Support for pupils  1.1 Supervise and provide particular support for pupils, including those with  special needs, ensuring their safety and access to learning activities.  1.2 Assist with the development and implementation of Individual Education/Behaviour plans and Personal Care programmes.  1.3 Establish constructive relationships with pupils and interact with them  according to individual needs.  1.4 Promote the inclusion and acceptance of all pupils.  1.5 Encourage pupils to interact with others and engage in activities led by the  teacher.  1.6 Set challenging and demanding expectations and promote self-esteem and  independence.  1.7 Provide feedback to pupils in relation to progress and achievement under  guidance of the teacher | |  | | **2. Support for the teacher**  2.1 Create and maintain a purposeful, orderly and supportive environment, in  accordance with lesson plans and assist with the display of pupils’ work.  2.2 Use strategies, in liaison with the teacher, to support pupils to achieve  learning goals.  2.3 Assist with the planning of learning activities.  2.4 Monitor pupils’ responses to learning activities and accurately record  achievement/progress as directed.  2.5 Provide detailed and regular feedback to teachers on pupils achievement,  progress, problems etc.  2.6 Promote good pupil behaviour, dealing promptly with conflict and incidents  in line with established policy and encourage pupils to take responsibility for  their own behaviour.  2.7 Establish constructive relationships with parents/carers.  2.8 Administer routine tests and invigilate exams and undertake routine  marking of pupils’ work.  2.9 Provide clerical/admin support e.g. photocopying, typing, filing, money,  administer coursework etc. | | 3**. Support for the curriculum**  3.1 Undertake structured and agreed learning activities/teaching programmes,  adjusting activities according to pupil responses.  3.2 Undertake programmes linked to local and national learning strategies e.g.  literacy, numeracy, KS3, early years recording achievement and progress and  feeding back to the teacher.  3.3 Support the use of ICT in learning activities and develop pupils’ competence  and independence in its use.  3.4 Prepare, maintain and use equipment/resources required to meet the  lesson plans/relevant learning activity and assist pupils in their use.  **4. Support for the school**  4.1 Be aware of and comply with policies and procedures relating to child  protection, health, safety and security, confidentiality and data protection,  reporting all concerns to an appropriate person.  4.2 Be aware of and support difference and ensure all pupils have equal access  to opportunities to learn and develop.  4.3 Contribute to the overall ethos/work/aims of the school.  4.4 Attend and participate in relevant meetings as required.  4.5 Participate in training and other learning activities and performance  development as required.  4.6 Assist with the supervision of pupils out of lesson times, including before  and after school and at lunchtimes.  4.7 Accompany teaching staff and pupils on visits, trips and out of school  activities as required and take responsibility for a group under the  supervision of the teacher.  4.8 Assist with the supervision of pupils with another support staff during the  first day of the absence of your class teacher.  This Job Description indicates only the main duties and responsibilities of the post. During the course of duties, you may be asked to carry out other tasks that may be reasonably assigned to you. | | |
| **Knowledge, Skill and Experience Required:**   * Communication skills, including facility with visual communication systems * Time management and organisational skills * Literacy and numeracy skills * ICT capability * Knowledge of child development and children’s personal development needs * Knowledge of the implications of common disabilities in children for teaching and learning at school and for families of pupils * Knowledge of strategies which promote good behaviour and discipline * Ability to participate fully in planned physical interventions, in pupil personal care routines and in moving and handling pupils with physical disabilities safely, using appropriate mechanical and other lifting devices, following recognised procedures. | |
| **Creativity and Innovation:**   * Monitors and is responsive to pupil learning and behaviour at all times by making adjustments to supervised activities * Monitors and is responsive to pupil personal needs and communication * Communicates effectively with teachers, other professionals and parents whenever the need arises and recognises the need to communicate * On the basis of their knowledge and understanding of pupils’ needs and responses to learning, contributes actively to the planning and review of the differentiated curriculum and individual education plans/individual behaviour plans by recommending changes in targets or provision to the teacher. | |
| **Decision Making:**   * Recognises when it is necessary to implement agreed de-escalation strategies to minimise risks of pupil behaviour becoming disruptive or dangerous * Recognises when it is necessary to make adjustments to planned activities in order to enable a pupil to access the curriculum fully and make progress * Takes action to meet pupil needs as they arise to avoid undue physical or mental stress * Responds appropriately to pupil attempts to communicate needs * Communicates information effectively to teachers, other professionals and parents whenever the need arises | |
| **Contacts and Relationships:** Teachers  * Contributes to their planning, teaching and assessing the curriculum – daily  Pupils  * Enables access to the planned curriculum and meets personal and social needs – daily  Leadership group of the school  * Takes part in departmental or whole school meetings – weekly  Other staff  * Works in collaboration with other teaching assistants, dinner supervisory assistants, senior midday supervisors, escorts/drivers – daily  Other Professionals  * Provides information about pupil progress, strategies and issues, (e.g. to therapists, nurses, specialist teachers) and implements joint recommendations – weekly  Parents  * Shares information about class activities, pupil progress and family needs – regularly * Shares information about pupil progress with inclusion programmes – weekly | |
| **Responsibility for Resources: (to include approximate value, sole or shared responsibilty and for what percentage of their working hours)** None | |
| **Work Demands:**  There are no specific deadlines other than implementing activities in lessons and in school hours as directed. Time to complete activities will vary.  Disruptions may be caused by unplanned absences of staff and children and unexpected visits by parents and professionals. | |
| **Physical Demands:**  Sits for lessons with pupils but may have sustained periods of physical activity, involving bending, crouching, lifting, turning, standing, walking and running, e.g. in PE lessons, when meeting a pupil’s personal care needs, when taking pupils for off-site educational visits, when pupils embark onto and disembark from home-school transport.  When working with small children, sits on and gets up from low chairs and low tables.  May be involved in physical interventions with pupils, following approved Team-Teach techniques.  Moves and handles pupils with physical disabilities, following approved procedures and using mechanical hoists and other aids when indicated as necessary by risk assessment. | |
| **Working Conditions:**  Works in classrooms for most part of school day. These can vary in temperature and pupils can be noisy.  May be involved in outside activities (e.g. on sports field, supervision on playground) and off-site educational activities in all weather conditions. | |
| **Work Context:**  At risk of verbal abuse and physical harm from a minority of pupils and members of the public who behave aggressively.  At risk of injury from moving and handling pupils with physical disabilities and caring for and working with small children.  At risk of exposure to bodily fluids when assisting incontinent children with their personal hygiene/  At risk of infection when dealing with unwell children. | |
| **Position in Organisation:**  Indicate how many staff the post is directly accountable for: None | |

Note: Post holder will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This Job Description is provided for guidance only and does not form part of the contract of employment.