



Inspire Believe Achieve

Job Description

TEACHING ASSISTANT JOB DESCRIPTION Level 2

Reports to: Head of School and SENCO

Safeguarding

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder's responsibility for promoting and safeguarding the welfare of children with whom they come into contact will be to follow the school's Child Protection Policy at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the schools designated person for child protection immediately.

All staff are expected to follow all safeguarding policies and procedures as stated in the school's safeguarding folder issued every September to all staff, including logging all concerns on MyConcern, completing these fully and accurately.

Health and Safety

All staff in school are responsible for Health and Safety and as such are expected to report any health and safety concerns immediately to the Headteacher or Office team.

Job Purpose:

- Contribute to raising standards of achievement for all pupils.
- Work 1-1 with a pupil or with a small group of pupils, as directed by line manager, and according to needs of the school
- Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school
- Support children in enabling them to learn and be safe and happy at school, both inside and outside the classroom.

Line management:

Teaching assistants are directly accountable to:

- the classroom teacher with whom they work on a day to day basis
- their Line Manager who reviews performance and sets performance management targets each year
- the SENDCo and Head of School who oversees the deployment and effectiveness of teaching assistants, alongside the Executive Headteacher

For staff structure and lines of accountability, please see the staffing structure diagram.

Please see the Executive Headteacher if there are any concerns regarding line management and communication.

Principal Accountabilities:

- 1. Support for children's learning and wellbeing**

- In conjunction with the classroom teacher, adapt lessons to meet the needs of individual children and small groups.
 - Take responsibility for delivering learning activities with individuals and small groups who would benefit from a different learning approach as agreed.
 - Provide effective focused verbal (or written) feedback to children to facilitate progress
 - Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks.
 - Provide learning support to children with significant care needs.
 - Support children with significant development needs, e.g. cognitive ability, SEBD, learning skills, etc. as directed.
 - Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities, making reasonable adjustments as directed
 - Support 1:1 children in PE lessons, if required, ensuring that the pupil's needs are supported effectively, facilitating their active participation and ensuring their safety as well as all other children
 - Participate and supervise pupils in **off-site activities** as directed by the Head Teacher, Deputy Headteacher, SENDCo and/or class teacher, eg. educational trips, walks, etc.
 - Support the well-being and behaviour of pupils at **playtime and lunchtimes**, to ensure all children are safe and happy
 - Support 1:1 pupils at **playtime and lunchtimes** on a rota basis and during this time to ensure the pupil's personal, social and emotional needs are met and to ensure the safety of all children, encouraging positive play and behaviour.
 - Carry out **first aid** on any pupil who has injured themselves (if trained in First Aid). If not able to personally support pupil with first aid, then send for person responsible for first aid. To support pupil until trained First Aider arrives. Ensure that accidents are recorded in the school accident log book, and to pass such information to both the School Office and class teacher.
 - **Read carefully and follow all safeguarding policies and procedures as stated in the school's safeguarding paperwork issued every September to all staff.**
- 2. Support for the curriculum**
- Support the school curriculum, including English and Maths activities.
 - Provide targeted support to enhance learning and improve attainment, leading interventions as directed
 - Suggest reasonable adjustments to the curriculum to support children with high needs
- 3. Support for the teacher**
- Assist in maintaining class records and contribute to reports on pupil progress and development as directed.
 - Monitor and track progress and provide feedback to assist in developing Pupil Passports for children with special needs and other progress reports as directed.
 - Contribute to the planning and evaluation of work programmes for individual pupils and groups.
 - Organise the learning environment and develop classroom resources as required.
 - Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
 - Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising, investigating incidents by listening carefully and impartially to all versions of events, completing incident forms and passing to class teacher
 - Communicate effectively with class teacher either verbally, or written including by email if appropriate
- 4. Support for the school**
- Develop and maintain effective working relationships with other staff and parents or carers.
 - Contribute to the maintenance of a safe and healthy environment.

- Attend and actively participate in staff meetings/TA meetings as required.
- Communicate effectively with all colleagues, line managers, parents and the school community.
- Participate in and support the professional development of other teaching assistants as required.
- Assist in facilitating school events, e.g. school plays, events.
- Actively contribute towards the development of strong teamwork and collaborative working environment.
- Demonstrate flexibility and understanding eg when required to cover for other staff absence to meet the needs of the school
- Follow school policies and procedures to aid the smooth running of the school, including noting procedures to follow if absent due to sickness (see Staff Handbook and Absence Policy)
- Support the school vision and ethos at all times
- Act in accordance with the school Code of Conduct (found in the Safeguarding Folder)
- Any other duties required by the class teacher or leadership team, which may reasonably be required and that is within the scope of this post.