

<b>Salary:</b>	NJC Pay Scale
<b>Responsible to:</b>	Classteachers, Phase Leads, SLT, Headteacher
<b>Date of Job Description:</b>	May 2022

**Purpose of the Role:**

To work with teachers to support teaching and learning, providing specialist support to the teacher in an aspect of the curriculum, age range or additional needs.

**Main Tasks and Responsibilities**

**General Duties:**

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.

## **Key Duties:**

1. Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils
2. Assess, record and report on development, progress and attainment as agreed with the teacher;
3. Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher;
4. Contribute to planning learning activities with the teacher, writing evaluations as required;
5. Communication with pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary;
6. Select and adapt appropriate resources / methods to facilitate agreed learning activities;
7. Responsible for the careful and safe use equipment, such as play and standard ICT equipment;
8. Support pupils in social, health and emotional well-being, reporting problems to the teacher as appropriate;
9. Teaching Assistants in this role are expected to undertake at least one of the following:
  - a. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties;
  - b. Provide specialist support to pupils where English is not their first language;
  - c. Provide specialist support to gifted and talented pupils;
  - d. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).
10. Maintain confidentiality and adhere to safeguarding procedures;
11. Demonstrate and adhere to the school's health and safety policies and procedures.

## **Teaching Assistants in this role may also:**

1. Establish and maintain relationships with families, carers and external professionals

2. Provide short term cover supervision of classes<sup>1</sup>;
3. Assist with break-time supervision including facilitating games and activities;
4. Be responsible for the preparation of materials and resources;
5. Invigilate exams and tests;
6. Escort and supervise pupils on educational and out of school activities;
7. Guide and support pupils in their personal, emotional and social development;
8. Prepare and present displays;
9. Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas;
10. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;
11. Be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews;
12. Work with pupils not working to the normal timetable;
13. Demonstrate own duties to new or less experienced staff

### **Indicative knowledge, skills and experience**

- Level 3 NVQ or relevant Level 3 diploma in specialist support for teaching and learning on the Qualification and Credit Framework;
- Demonstrate specialist skills relevant to their role in 9 (a-d) above;
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.

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<sup>1</sup> Roles at this level may provide cover supervision in line with the Workforce Agreement Modelling Group (WAMG) Note 22.