

JOB PROFILE

Teaching Assistant (Level 3) – Social interaction and Communication



Main Purpose:

To complement the professional work of Teachers by taking responsibility for agreed learning activities under the agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/ group or short-term for whole classes and monitoring students and assessing, recording and reporting on students' achievement, progress and development.

The post-holder will have experience in working with children with a range of needs including communication and interaction, cognition and learning, social, emotional and mental health and physical / sensory needs.

The post-holder may also be responsible for the management and development of a specialist area within the academy and/or management of other Teaching Assistants, including allocation and monitoring of work and training.

Duties and Responsibilities

1. Support for Students

- Providing support to students with Social Interaction & Communication barriers
- Assess the need of pupils and use detailed knowledge and specialist skills to support students' learning
- Establish productive working relationships with students, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all students within the classroom
- Support students consistently whilst recognising and responding to their individual needs
- Encourage students to interact and work cooperatively with others and engage all students in activities
- Promote independence and employ strategies to recognise and reward achievement and self-reliance
- Provide feedback to students in relation to progress and achievement

2. Support for the Teacher

- Organise and manage appropriate learning environment and resources
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/ work plans as appropriate
- Monitor and evaluate students' responses to learning activities through a range of assessments and monitoring strategies against pre-determined learning objectives
- Provide objectives and accurate feedback and reports, as required, to the teacher, on students achievement, progress and other matters, ensuring the availability of appropriate evidence

- Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment
- Work within the established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress / achievement etc
- Administer and assess/ mark tests and invigilate exams/ tests

3. Support for the Curriculum

- Deliver learning activities to students, within the agreed system of supervision, adjusting activities according to pupil responses/ needs
- Deliver local and national learning strategies, e.g. Literacy, Numeracy, Early Years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
- Use ICT effectively to support learning activities and develop students' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of students' interests and language and cultural backgrounds
- Advise on the appropriate deployment and use of specialist aid / resources / equipment

4. Support for the Academy

- Be aware of and comply with policies and procedures relating to Safeguarding, Health and Safety, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to and promote the overall ethos/aims of the academy and trust
- Establish constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support achievement and progress of students.
- Take the initiative, as appropriate, to develop appropriate multi-agency approaches to supporting students.
- Recognise own strengths and areas of expertise and use these to achieve and support others.
- Deliver out of school learning activities within the guidelines established by the academy.
- Contribute to the identification and execution of appropriate out of school learning activities, which consolidate and extend work carried out in class.
- There may be an occasional requirement to attend work outside of the normal working day for which appropriate payment would be made.

5. General duties and responsibilities

- Appropriate knowledge of First Aid will be required, for which training will be provided.
- To appropriately maintain the confidentiality of the working environment
- Support and maintain a positive working environment between colleagues across the academy

- To deliver and undertake training as required
- To be familiar and comply with all relevant Health and Safety, Management of Risk, Operational, Personal, Data Protection and Financial Regulations policies and procedures.
- To ensure duties and responsibilities are carried out in a safe manner and safe working practices are adopted, in accordance with the Health and Safety at Work Act, 1974.
- To understand and comply with procedures for the emergency evacuation of the academy
- Appropriate knowledge of safeguarding procedures, for which training will be provided.

The role is based at Aston Academy but may involve working at other academies within the trust.

The purpose of this job profile is provide an overview of the duties and responsibilities involved in this role, however it is not intended to be exhaustive. In consultation with the post holder, this profile may be reviewed and could be subject to change during the course of employment.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.