**Job Description – Grade 3 Teaching Assistant**

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| **School:** The Python Hill Academy | **Pay Range:** NJC 5-7 |
| **Responsible to:** Key Stage Leaders & Academy Principal |

**Job Purpose**

To carry out the professional duties of a teaching assistant as circumstances may require and in accordance with the academy’s policies under the direction of the Principal.

**Areas of Responsibility and Key Tasks**

Teaching and Class Management

Ensure quality first teaching every day so that all lessons are ‘good or better’ by adopting and understanding The Forge Trust’s approach to teaching and learning (Towards Effective Learning) by:

* Attending to the pupils’ personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters, including the use of specialist equipment where necessary
* Providing support for students with emotional, social and behavioural problems
* Providing practical assistance in relation to other identified physical needs
* Supervising and supporting pupils ensuring their safety and access to learning and play
* Working to establish a supportive relationship with the children and parents/carers and families concerned
* Promoting the inclusion and acceptance of all pupils
* Encouraging pupils to interact with others and engage in activities led by the teacher
* Encouraging pupils to act independently as appropriate
* Preparing classrooms as directed by the teacher for lessons and clear afterwards and assist with the display of pupils’ work
* Being aware of pupil barriers to learning/progress/achievements and report to the teacher as agreed
* Supporting the teacher in managing pupil behaviour, reporting difficulties as appropriate
* Gathering/reporting information from/to parents/carers as directed
* Working with and acting upon guidance provided by teachers and other professionals/outside agencies
* Providing support for such tasks as clerical, administrative, photocopying and display,
* Supporting pupils in their learning in all areas of the curriculum
* Supporting pupils and teacher during PE and other practical activities
* Preparing and maintaining equipment/resources as directed by the teacher and assist pupils in their use
* Assisting with the supervision of pupils at break times
* Accompanying teaching staff and pupils on visits, trips and out of school activities as required

**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
* Ensure the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility
* Appreciate and support the role of other professionals
* Attend relevant meetings as required including weekly staff meetings
* Participate in training and other learning activities and performance development as required
* Be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
* 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 principal, or if unavailable 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
* Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined,

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: