



JOB DESCRIPTION

Job Title: Teaching Assistant

Rook's Nest Academy

Grade: 3

Reporting to: Headteacher/SLT

Responsible for: Teaching Support

Overall purpose of the post:

To work under the direction of the class teacher or SLT to support pupil's learning, attend to their personal needs and provide general classroom support.

To work with specific pupils in small groups or on a 1:1 basis in order to help them progress in their learning, and help to provide an inclusive learning environment for all.

Duties and Responsibilities:

- To assist with the personal needs of pupils including social, health, physical, hygiene, first aid and welfare matters, ensuring their safety and access to learning.
- To assist with the supervision of pupils.
- To promote the inclusion and acceptance of all pupils in the academy including those with physical, learning and behavioural difficulties.
- To help to prepare the classroom for lessons and ensure it is left clear afterwards.
- To assist with the display of work.
- To report to the class teacher or SLT any pupil problems or behavioural difficulties in accordance with school policy.
- To report to the class teacher or SLT on pupil progress and achievements in accordance with school policy.
- To assist the class teacher or SLT by contributing as directed to pupils' individual behaviour or education plan.
- To provide or gather routine information to or from parents/carers under the direction of the class teacher or SLT.
- To maintain pupil and family confidentiality.
- To provide general support with learning activities (e.g. literacy, numeracy, early years) to enable pupils to understand instructions and to ensure they remain on task.
- To assist with the maintenance of equipment and resources.
- To assist pupils using resources, e.g. ICT.
- To assist with the supervision of pupils outside of lesson times, including before and after school and at break/lunchtimes. These duties shall be undertaken within the postholder's contractual hours.
- To participate in school visits, assisting with activities as required.

- To undertake routine clerical duties.
- To attend meetings and training as required to enhance their own personal development.
- To communicate effectively with staff, pupils, parents, carers, visitors and external agencies.
- To contribute to and follow the schools Health and Safety policies and procedures to promote the wellbeing of pupils.
- To contribute to the safeguarding and promote the welfare and personal care of pupils.
- Other duties commensurate with the grade of the post as directed by the Headteacher.

The duties and responsibilities listed in this Job description are indicative of the post and may vary over time. The post holder is expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post, as the grade has been established on this basis.

Responsibility for Resources

Employee Supervision: None

Financial Responsibility: None

Physical resources: Responsible for the effective use of learning materials and resources.

Customers & Clients: Pupils, staff, governors, parents, external agency professionals, visitors and contractors.

Working Conditions:

The post holder may be subject to some exposure to disagreeable or unpleasant people related behaviour. The nature of the post may involve periodic requirements for considerable effort, e.g. lifting or carrying children.

All employees are subject to the following pre-employment checks:

- Evidence of right to work in the UK
- Childcare Disqualification Declaration (where applicable)
- Evidence of essential qualifications (as per the person specification)
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)
- An Enhanced DBS Disclosure including Children's Barred List Check
- Any relevant overseas checks
- Prohibition checks (where applicable)