



JOB DESCRIPTION

JOB TITLE : Teaching Assistant

SALARY: Grade 3 Point 4 to Grade 4 Point 11

REPORTING TO: Assistant Headteacher – SENDCO & Inclusion

JOB PURPOSE

To support the teaching and learning of pupils, working under the direct instruction of teaching staff. The role involves assisting in classroom activities, supporting individual or groups of pupils, and ensuring pupils' access to learning.

KEY TASKS – Supporting School and Pupil Development

- To provide support for individual students inside and outside the classroom to enable them to fully participate in activities.
- To strive for MORE for all of our MORETON pupils and to strive for MORE within your own contributions to pupils, school and self.
- To assist in the implementation of personal provision plans and pupil passports for students
- To monitor and support the overall progress and development of students.
- To develop and execute interventions and support within lessons.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal, emotional, social and academic growth.
- To work under the supervision of the class teacher with small groups of students as directed by the teacher in charge.
- To work with under the supervision of the SENDCO and Deputy SENDCO with identified children on the SEND audit.
- To assist with the preparation of lessons, including teaching materials.
- To use a variety of different delivery methods which stimulate learning.
- To teach students according to their individual needs.
- To support students with emotional and behavioural issues.
- To use a variety of different delivery methods which stimulate learning.
- To assist and support students with examinations as appropriate to their individual needs.
- To assist the SENDCO and class teachers, to ensure that each curriculum area provides support for students to enable them to fully partake in activities.
- To track student's progress within interventions delivered.
- To communicate effectively with parents/carers of students as appropriate
- To apply the school's conduct policy
- To attend/contribute to whole schools/department CPD.



Key Tasks - Managing own performance and development

- To contribute to effective working relationships within the department.
- To take responsibility for own professional development.
- To participate in the Trust's CPD programme.
- Participate in the agreed arrangements for appraisal.
- Be a positive and professional role model.

Other duties

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- To undertake any additional duties which may reasonably be required by the Headteacher from time to time.
- 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.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitor and telephone calls.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any colleague who develops a disabling condition.
- This job description is current at the date shown, but, following consultation with you may be changed by the Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

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

Signed

Date