**Job description**

**Job Title** Teaching Assistant

**Salary** WSCC Grade 3

**Purpose of the Role**

To work with Teachers as part of a professional team to support teaching and learning.

Providing learning support to students who need particular help to overcome barriers to learning. Students may have a range of moderate, severe, profound and multiple learning difficulties and/or behaviour, social, communication, sensory or physical difficulties.

The post holder will provide support to the College in a range of duties.

**Key Duties:**

* Take part in developing and maintaining resources to assist in teaching.
* Under the direction of class teachers, following agreed lesson plans, assist with the teaching and learning of individuals/ groups of pupils, using support strategies appropriate to the needs of pupils, providing feedback and liaising with colleagues over problems.
* Prepare, develop, maintain and deploy appropriate learning aids, materials and equipment, including IT, to assist in teaching under the direction of the Teacher.
* Support the teacher in the monitoring, recording and assessment of pupil progress, arranging and contributing to specialist assessments as required. Ensure there are detailed and reliable records of individual’s progress. Assist teachers/line managers in the evaluation and revision of lessons and work programmes for individuals and groups of pupils.
* Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
* Contribute to the development of a purposeful working atmosphere and implement and monitor the school’s behaviour and any related policies and procedures. Administer and invigilate tests and examinations as directed.
* Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
* Co-ordinate, initiate and develop liaison with parents, carers and outside agencies, ensuring effective communication throughout.
* Work collaboratively with other agencies and professionals, as necessary, including educational psychologists, health professionals, and education welfare officers, to meet the personal and educational needs of individual pupils.
* Support specific projects or activities as well as whole school events as required.
* Understand and support independent learning and inclusion of all pupils.
* Work with pupils on therapy or care programmes.
* Attend to pupils’ personal needs including toileting, hygiene, dressing and eating as well as help with social, welfare and health matters, reporting problems to the appropriate person. Physically assist pupils in activities including lifting/hoisting where mobility is an issue.
* Take part in swimming lessons.
* Administer medication in accordance with agreed plan under the direction of the healthcare professional.
* Escort and supervise pupils on educational visits and out of school activities.
* Maintain/update confidential pupil records.
* Break time supervision including facilitating games and activities.
* Advise and assist pupils in the use and deployment of complex personal learning aides and equipment.
* Provide Clerical support to the teacher.
* Ability to work across the school as required, including allocation to other teaching teams and departments.
* Attend relevant training courses and meetings.
* Be aware of and comply with school policies and procedures.
* Any other reasonable direction from the Headteacher.

The content and reporting lines may, in consultation with the employee, be reviewed because duties change over time, and the job description needs to reflect these changes.

“*Please note, because of the nature of this job, if you are successful in your application you will be subject to an enhanced Disclosure and Barring Service with barred lists check. This will be done by means of applying for a DBS certificate through the Disclosure and Barring Service. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.”*