



Job Description	
<b>Job Title:</b> <b>Terms &amp; Conditions:</b> <b>Pay Scale/ Grade:</b> <b>Post term:</b>	Teaching Assistant United Learning Trust ULSupportG3TL1 Fixed Term – Term Time until 31 August 2023
<b>Responsible to:</b> <b>Line Managing:</b>	Headteacher NA

Job Purpose
To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the Teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area and can be focused specifically on supporting identified children on a 1:1 basis who have complex special educational needs.
Support for Pupils
<ul style="list-style-type: none"><li>• Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities</li><li>• Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programs</li><li>• Establish constructive relationships with pupils and interact with them according to individual needs</li><li>• Promote the inclusion and acceptance of all pupils</li><li>• Encourage pupils to interact with others and engage in activities led by the teacher</li><li>• Set challenging and demanding expectations and promote self-esteem and independence</li><li>• Provide feedback to pupils in relation to progress and achievement under guidance of the teacher</li></ul>
Support for Teachers
<ul style="list-style-type: none"><li>• Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work</li><li>• Use strategies, in liaison with the teacher, to support pupils to achieve learning goals</li><li>• Assist with the planning of learning activities</li><li>• Monitor pupils' responses to learning activities and accurately record achievement/progress as directed</li><li>• Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.</li><li>• Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour</li><li>• Establish constructive relationships with parents/carers</li><li>• Administer routine tests and invigilate exams and undertake routine marking of pupils' work</li><li>• Provide clerical/admin e.g. photocopying, typing, filing, money, administer coursework etc.</li></ul>
Support for the Curriculum
<ul style="list-style-type: none"><li>• Undertake structured and agreed learning activities/teaching programs, adjusting activities according to pupil responses</li><li>• Undertake programs linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher</li><li>• Support the use of ICT in learning activities and develop pupils' competence and independence in its use</li><li>• Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use</li></ul>
Support for the School

<ul style="list-style-type: none"> <li>• Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person</li> <li>• Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop</li> <li>• Contribute to the overall ethos/work/aims of the school</li> <li>• Appreciate and support the role of other professionals</li> <li>• Attend and participate in relevant meetings as required</li> <li>• Participate in training and other learning activities and performance development as required</li> <li>• Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime</li> <li>• Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher</li> </ul>
<b>Health &amp; Safety</b>
<ul style="list-style-type: none"> <li>• Co-operate with health and safety requirements.</li> <li>• Report all defects and hazards to the member of staff responsible for this in your school.</li> <li>• Complete the action risk assessments for all potentially hazardous on/off site activities.</li> <li>• Use, but not misuse things provided for your health, safety and welfare.</li> <li>• Do not undertake unsafe acts. Inform employer of any "Near-Misses".</li> <li>• Be familiar with the emergency action plans for fire, first aid, bomb security and off-site issues.</li> <li>• Raise health and safety issues with pupils.</li> </ul>
<b>Responsibilities</b>
<ul style="list-style-type: none"> <li>• Promote and ensure the health and safety of pupils (staff &amp; visitors) at all times</li> <li>• Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person</li> <li>• Contribute to the overall ethos/work/aims of the schools within Oxford Cluster</li> <li>• Appreciate and support the role of other professionals</li> <li>• Attend and participate in relevant meetings as required</li> <li>• Participate in training and other learning activities and performance development as required</li> <li>• Ensure health and safety policies and procedures are complied with at all times</li> <li>• Treat all users of the school with courtesy and consideration</li> <li>• Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities</li> </ul>

**Not all roles can be covered in this job description. A flexible approach is required at all times to ensure the smooth operation of the school.**

<b>Performance Management</b>
<ul style="list-style-type: none"> <li>• To participate fully in the trust's Performance Management process</li> <li>• Attend relevant INSET training for your role</li> </ul>
<b>Knowledge, Skills &amp; Experience</b>
<ul style="list-style-type: none"> <li>• Keep up to date with developments relating to your role</li> <li>• Review and maintain your own professional practice through agreed development activities</li> <li>• Ensure statutory requirements are met</li> <li>• Ensure a secure knowledge and understanding of all academy policies and procedures</li> </ul>
<b>Personnel</b>
<ul style="list-style-type: none"> <li>• Identify and support Continuing Professional Development (CPD) needs of others</li> <li>• Able to undertake physical elements of the role</li> <li>• Practical with DIY skills</li> <li>• Well organized, conscientious &amp; reliable</li> <li>• Flexible in their approach to planning their working day</li> <li>• Communicate effectively with all members of the team</li> <li>• Work collaboratively with other staff</li> <li>• Meet in accordance with calendared meetings and with line managers as agreed</li> </ul>

**This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may, therefore, be altered from time to time to reflect the changing need of the service, always in consultation with the postholder.**

**Every member of staff has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.**

**We take the safeguarding of students and staff seriously. All staff are expected to support this ethos.**

(Post holder)

Name	
Signature	
Date	

