



## **St John Fisher Catholic Voluntary Academy**

### **JOB DESCRIPTION: TEACHING ASSISTANT**

**GRADE:** Band 3, SCP 6 – 9

### **SUPERVISORY RESPONSIBILITIES:**

To whom: Head teacher, Senior Leadership Team, Inclusion Lead

### **PURPOSE OF POST:**

- To support teaching and learning, providing 1:1 specific support to a child with SEND under the guidance and direct supervision of the class teacher and Inclusion Lead.
- To work 1:1 with the child but also within groups of children and within whole class situations as directed by the class teacher
- To provide learning support to the child who needs particular help to overcome barriers to learning (e.g. those with moderate, severe, profound and multiple learning difficulties and / or behavioural, social, communication, sensory or physical disabilities).
- To take personal responsibility for specific tasks, children or people as delegated by teachers, Inclusion Lead or the Head teacher.

### **AREAS OF RESPONSIBILITY AND KEY TASKS – TO:**

- Promote and actively support the Ethos and values of the school.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Provide a secure, caring and enriching environment for children.
- Model and exercise high quality care and education for children during the school day.
- Promote children's self-esteem and inclusion through supporting the independent learning and inclusion of children as required.
- Act in accordance with the school's policies and procedures and relevant legislation particularly in relation to child protection, safeguarding and behaviour management.
- Prepare learning environments and resources and contribute to maintaining a safe environment.
- Support learning by arranging / providing resources for lessons/activities under the direction of the teacher
- Work with individuals (and sometimes groups) under the direct supervision of teaching staff and provide feedback to the teacher.
- Implement planned learning activities / teaching programmes as agreed with the teacher, adjusting activities according to the child's responses as appropriate.
- Contribute to the assessment and recording of the child's achievements, behaviour and progress.

- Use ICT effectively to support learning activities and develop the child's competence and independence in its use.
- Support the teacher in monitoring, assessing, recording and providing feedback on the child's progress and activities, including SEN support plans, intervention reviews and Personal Passports.
- Support the teacher in behaviour management, explaining instructions and keeping the child on task.
- Support the child's social and emotional well-being, reporting problems to the teacher as appropriate.
- Participate in meetings and share records with parents, carers and professionals where appropriate.
- Assist the child with eating, dressing and hygiene, as required, whilst encouraging independence.
- Maintain and develop good working relationships with parents and other adults involved with the child.
- Arrange for first aid to be given and comfort the child if sick.
- Continue own professional development in line with school improvement priorities and personal professional needs.
- Take on any additional responsibilities which might from time to time be determined.

*This job description may be amended at any time following discussion between the head teacher and member of staff and will be reviewed annually.*