

JOB DESCRIPTION

Scale	Grade 5	Permanent, Term Time Only (Pro Rata)
Reporting to	Assistant Headteacher, SENDCo	
Location	Rhyddings, Howarth Street, Oswaldtwistle, Accrington, BB5 3EA	

JOB PURPOSE:

Under the general supervision and direction of a teacher/SENDCo to plan and deliver learning activities for groups and/or individuals. To monitor pupil progress and provide feedback to the class teacher/SENDCo and to establish supportive and constructive relationships with pupils, parents and carers.

Main Duties/Responsibilities to include aspects of the following

The Teaching Assistant will be required to: -

Support for Pupils

- Under the general supervision and direction of the teacher to implement structured learning activities for individuals and groups of pupils.
- To undertake activities in order to monitor the personal social and emotional needs of pupils.
- To assist in the devising of pupil's individual targets and their monitoring and review.
- Support pupils as part of a planned inclusion programme.
- To implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas.
- To assist in the development of varying skills that support pupils' learning.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken.
- To support pupils with the provision stated within their EHCP, including targeted intervention, reading, phonics, numeracy, etc.

Support for Teachers/SENDCo

- To monitor and record pupil progress and developmental needs.
- To produce relevant classroom resources.
- To undertake classroom administrative tasks including the maintenance of records.
- To assist in pupil supervision and assist in the management of pupil behaviour.
- To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable.
- To provide information to the class teacher to assist in the planning of work programmes.
- To liaise with the school's nominated person in respect of pupil absence.
- To assist with the arrangements for out of school learning activities including the administration of work experience.
- Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils' work.
- To assist the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities.

Support for the School

- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training as appropriate.

- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.
- To maintain accurate records of pupils attending the Inclusion Room.
- Liaise and consult with members of the Senior Leadership Team, Pastoral Support Officers and Learning Mentors.
- To monitor data on behaviour and report to line manager.
- Liaise with subject teachers to gain key information about units of work in order to prepare to support pupils with their work.
- To follow Child Protection Policy and procedures.
- Engage with the school's system of performance review.
- To assist with the organisation of lunchtime and after school sanctions including detentions.
- Administrative tasks as directed by the line manager.
- Attend meetings relating to subject or whole school matters.
- Attend INSET meetings and whole school CPD as required.
- Undertake any other reasonable duties as may be required by the Headteacher in the light of developing circumstances

The above range of duties is not exhaustive but should be interpreted as generic guidelines of the range of duties to be undertaken. Other duties at the same level and of a similar nature may be interchanged or added to the list at any time following consultation. In addition to the skills, knowledge and experienced described, you may be required to undertake a lower graded role as appropriate.

All staff at Rhyddings have responsibility for promoting the wellbeing and safeguarding the welfare of children and young people they have responsibility for or come into contact with in keeping with the *Keeping Children Safe in Education*' and child protection policies.

Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This academy is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.