



## The Cotswold School Academy Trust – Job Description

Job Title:	Teaching Assistant
Responsible to:	Governors, Headteacher, SENDCo, Designated Teachers

### Overall Responsibility

To work with a class, providing appropriate one-to-one support for an individual pupil (including SEN pupils), or support for a small group of pupils of any ability and in any curriculum area. This may include break and lunch times on direction from Line Manager.

Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the Keeping Children Safe in Education (KCSIE) guidelines and Area Child Protection Procedures.

### Job Outline

#### **Support & Deliver Learning - Supporting Teachers**

1. Work effectively as part of the teaching support team and with teaching staff in contributing to the quality of teaching and learning. This includes attending various meetings where there are relevant items on the agenda.
2. Under guidance from the teacher work, support and complement the teaching by:
  - preparing practical resources for the lessons such as apparatus, differentiated worksheets or visual aids.
  - supporting in behaviour management and reinforcing agreed rules when working with pupils.
3. Make use of a range of resources suitable for individual or small group needs, and use them to ensure pupil motivation.
4. Report to the teacher progress made, problems arising, and any difficulties with work and/or resources.
5. In accordance with the School's policies and procedures, report to the appropriate teacher any incidents of disruptive or unacceptable behaviour of pupils that may not be known to the teaching staff.
6. Arrive in class, at or before the start of the lesson.
7. Set a good example in terms of personal presentation, attendance, punctuality and behaviour.

#### **Support & Deliver Learning - Supporting Pupils**

1. Under guidance from the teacher:
  - assist in the promotion of development and learning (physical, emotional and behavioural).

<ul style="list-style-type: none"> <li>• work to develop inclusion of all pupils within a lesson. This may be done by encouraging pupils to work collaboratively, by ensuring equitable access to resources or by further developing the use of ICT in lessons.</li> <li>• assist pupils with practical work.</li> <li>• encourage pupils to work independently when appropriate so as to develop greater self confidence and independence.</li> </ul> <p>2. Respond to individual pupil needs (including some SEN work), e.g. by preparing and using specialist materials to support individual pupils.</p>
Other Specific Duties
<ul style="list-style-type: none"> <li>• Undergo Basic First Aid training and update courses.</li> <li>• Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.</li> <li>• Co-operate with the employer on all issues to do with Health, Safety &amp; Welfare.</li> </ul>
Continuing Professional Development
<ul style="list-style-type: none"> <li>• In conjunction with your line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the School</li> <li>• Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available</li> <li>• Undergo appropriate training to support the delivery of 'specified work' in order to develop skills for the post</li> <li>• Maintain a professional portfolio of evidence via School IP to support the Performance Management process - evaluating and improving own practice</li> </ul>

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.

We are an equal opportunities employer and value and respect diversity across our whole school community. The Cotswold School is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check and receipt of two satisfactory references.