

Job description: Teaching Assistant (TA)

The Elizabethan Academy is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Job title: Teaching assistant (TA)

Salary: Grade 3 (5 to 7)

Hours: 32.5 per week

Contract type: Permanent

Reporting to: Director of SEN or Head of SEN

Responsible for: No line management responsibility

Main purpose

The TA will:

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

Duties and responsibilities

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning

- Undertake any other relevant duties given by the class teacher

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons

› Working with Students

- Assisting with the development and implementation of Individual Education/Behaviour/Personal Care Plans
- Establishing productive working relationships with pupils, acting as a role model and setting high expectations
- Promoting the inclusion and acceptance of all pupils within an educational environment
- Supporting pupils consistently whilst recognising and responding to their individual needs
- Encouraging pupils to interact positively and work cooperatively with others and engage all pupils in activities
- Assist in the implementation of provision maps (where applicable) and monitor their progress.
- Promoting independence and employ strategies to recognise and reward achievement of self reliance
- Providing feedback to pupils in relation to progress, achievement and problems
- Attending to pupils' personal needs and provide advice to assist in their social, health and hygiene development
- Supporting provision for pupils with special needs
- Monitoring and evaluating pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Undertaking marking of pupils' work and accurately recording achievement/progress
- Promoting positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Administering and assessing routine tests and invigilate exams/tests
- Providing general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc
- Implementing agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Implementing local and national learning strategies e.g. literacy, numeracy and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Supporting the use of ICT in learning activities and developing pupils' competence and independence in its use
- Helping pupils to access learning activities through specialist support
- Undertaking planned supervision of pupils' learning activities including those not in a classroom setting
- Supervising pupils on visits, trips and out of school activities as required
- Providing First Aid Support (with appropriate training)

Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher

- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Administrative

- To undertake a range of clerical and administration tasks as required e.g. photocopying, word-processing, filing, emailing and other written communication.
- To ensure that all administrative duties, checks and documentation are completed to the required level of accuracy and within deadlines including returns and reports.
- To input and extract information from other school's database system/s.
- To collate information, statistics and prepare reports as required by line manager, Principal and the Governing Body.
- To maintain both manual and computerised record and filing systems in line with requirements.
- To attend parents' evenings, open days and meetings with parents/carers and other professionals as required.
- To assist in escorting students on educational visits and to participate in extra-curricular activities as required.
- To support students in school and public examinations and tests as required.

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

