

Teaching Assistant Job Description: Grade F

Name:

Line Manager: SENCO: E Belcher

CONDITIONS OF EMPLOYMENT

- The responsibilities below are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment)
- The postholder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To ensure confidentiality appropriate to working in a school/business environment and to adhere to all policies regarding same.
- To uphold the school's policy in respect of child protection matters.
- S/he shall be subject to all relevant statutory and institutional requirements.
- The postholder may be required to perform any other reasonable tasks after consultation.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.
- All staff participate in the school's performance management/appraisal scheme.

KNOWLEDGE, EXPERIENCE AND TRAINING

- To have a good standard of education including literacy / numeracy
- To have good organisational skills
- To have good interpersonal skills with both adults and children
- To have previous experience of working with children in an educational setting.
- To be involved in a range of tasks that involve the application of readily understood rules
- The ability to manage small groups of students and deal with occasional challenging behaviour

The post requires a specific level of qualification. To have one of the following:

- The QCF Certificate: Support Teaching & Learning in Schools
- City & Guilds Certificate: Supporting Teaching & Learning in Schools
- Diploma in Childcare and Education
- Postholders should be willing to undertake further professional development.

PHYSICAL EFFORT

- The role will involve normal physical effort with periods of substantial effort, sometimes in occasionally awkward positions, or prolonged effort in a constrained position requiring considerable manual dexterity.

WORKING ENVIRONMENT

- To work within a heated, lit and ventilated environment, occasionally exposed to noise and outside conditions.
- To attend occasionally to pupils who have sickness or toileting problems.
- To deal occasionally with anti-social behaviour, following the school behaviour policy.

SPECIAL NOTES OR CONDITIONS

- To be subject to a full police suitability check to satisfy child protection requirements.

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- The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.
- All leave must be taken when school is not in session. The post is term time only.
- This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are common occurrence and cannot themselves justify a reconsideration of the grading of the post.

CORE JOB PURPOSE:

- The Teaching Assistant will work primarily under the guidance and direction of the SENCO, who will instruct them regarding the needs of the pupils and the specific lessons in which they will provide support.
- The TA's work will be largely regulated by laid down procedures but they will need to work occasionally on their own initiative using creative skills to deal with routine problems. The TA will be appointed a Mentor to initially assist with any problems, procedures and questions.
- In addition, the TAs must work closely with individual teachers while assisting pupils to access the curriculum and maximise their potential for learning.

DUTIES WILL INCLUDE:

GENERAL

- To work under the supervision of the SENCO. All issues are to be addressed through the SENCO either directly or via the HLTA line manager as directed.
- To attend all lessons as per individual timetable set by the SENCO and SMT.
- To provide structured support and deliver bespoke intervention for small groups or on a 1:1 basis under direction from the SENCO and class teacher.
- To undertake administrative duties, as delegated by the SENCO and SMT.
- To make written reports to the SENCO, HoY or SMT as required by school policy.
- To support the SENCO in the day to day management of the department and in helping to deliver CPD to the rest of the department.
- To work as a team member within the school, supporting and encouraging others.
- To source, prepare and adapt resources for bespoke 1:1 intervention under direction from the SENCO.
- To contribute to effective team practice by attending and participating, as appropriate, in department and school INSET and in-service training as necessary.
- To attend and supervise lunchtime supervision if contracted for midday supervision hours.
- To escort and supervise SEND pupils on educational visits.

STUDENT SUPPORT

- To respect and encourage students' independence
- To develop a supportive relationship with pupils without building dependency
- To enhance self-esteem as a primary objective
- To positively support individual pupils with a statement of SEN to access the curriculum
- Implement agreed learning activities / teaching programmes, adjusting activities according to student responses/needs
- Implement recognised and agreed learning strategies as appropriate e.g. literacy, numeracy and make effective use of opportunities provided by other learning activities to support development of relevant skills

- Determine the need for, prepare and maintain general and specialist equipment and resources.
- To support other students to access the curriculum
- To develop and understanding of pupils' needs and ways of working
- To observe pupil, to provide feedback to the tutor or subject teacher
- To assist pupils with their physical needs and to have an awareness of any medical problems the child / children in your care suffer from. Know who to contact in case of emergency.
- To support pupils within a group in order to develop their social, intellectual and emotional development.
- To exercise responsibility for the welfare and safety of pupils at all times, intervening where necessary to ensure safe and proper conduct both in school and during educational visits.

CLASSROOM SUPPORT

- To liaise with staff regarding the curriculum and pupils' learning and behaviour, so as to benefit all children.
- To support whole class teaching under the direction of the teacher.
- To work with and supervise individuals and small groups of pupils, (approximately between 2 to 6) under the direction of the teacher, outside of the classroom.
- To clarify and explain instructions
- To assist pupils with the appropriate use of materials and equipment
- To scribe for pupils who are unable to write legibly or quickly
- To read for pupils, explaining words or terms that are beyond their understanding
- To keep pupils on task
- To work within an established discipline policy to anticipate and manage behaviour constructively.
- To write homework in planners if necessary
- To read and / or scribe in examinations as part of a student's access arrangements.

REPORTING AND PLANNING

- To prepare resources and materials as advised by teaching staff
- To differentiate work for pupils with SEN and prepare such materials as appropriate
- To keep appropriate records of interaction and work undertaken with pupils
- To assist with reports and reviews as requested.
- To assist with the setting of targets, writing of pupil passports and Annual Reviews as requested.
- To work and liaise with outside agencies under the direction of the SENCO
- To have occasional contact with parents, and other school visitors. All parental contact to be recorded and brought to the attention of the SENCO
- To follow school policy regarding the confidentiality of pupils and staff

Responsible to: SENCO

This job description may be amended at any time after discussion with you.

I have read the attached job description and agree to follow all the procedures and terms set out in this document.

Teaching Assistant to sign:

Please return to SENCO within 7 days of receipt

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