



Trevelyan Middle School – Job description

Job title	Teaching Assistant
Pay and conditions	Salary Range: Grade 2-3, point 10 – 18 depending on experience Term time (38 weeks) plus 2 days Hours: Monday to Friday: 8.30am – 3.15pm (including one paid 15 minute break duty per week) and 25 minute daily lunchtime supervision duty, payable at £8.33 per day; lunch break: 30 minutes (unpaid)
Line Managed By	SEnCo
Notice Period	8 weeks

JOB PURPOSE

- Work under the direct instruction of teaching staff, usually in the classroom, to support access to learning for students and provide general support to the teacher in the management of students and the classroom
- Assist with the promotion of inclusion for all students including those with learning difficulties and disabilities within the whole life of the school
- Contribute to the appropriate strategies in relation to SEN and Every Child Matters
- Assist in the positive behaviour management requirements in the classroom, the resource base and around the school
- Work as part of the SEN team to offer a coherent and consistent package of support to teachers and relevant students
- Be flexible and willing to adjust and adapt to the changing needs and requirements of responsibility
- Contribute to the overall ethos, work and aims of The Trust

KEY AREAS OF IMPACT

Main Duties and Responsibilities:

Level 1

Operational

- Establish and maintain good relationships with all students, parents/carers, colleagues and other professionals
- Attend to the student's personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Assist with changing and personal care
- Supervise and support students ensuring their safety and access to learning
- Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities led by the teacher and/or resource base staff
- Encourage students to act independently as appropriate
- Prepare classroom/resource base as directed for lessons and clear afterwards and assist with the display of students' work
- Liaise with the teacher and/or resource base staff and contribute to classroom planning – informally
- Be aware of student problems/progress/achievements and report to the teacher/resource base leader as agreed
- Undertake student record keeping as requested
- Support the teacher/resource base leader in managing student behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed



- Support students in respect of local and national learning strategies
- Support students to understand instructions
- Support students in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher/resource base leader and assist students in their use
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Appreciate and support the role of other professionals
- Assist with the supervision of students out of lesson times, including before & after school, break time(s) and at lunchtimes
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Additional duties and responsibilities for a Level 2 Teaching Assistant:

- Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education /Behaviour Plans and Personal Care programmes
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to students in relation to progress and achievement under the guidance of the teacher/resource base leader
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work
- Use strategies, in liaison with the teacher/resource base leader, to support students to achieve learning goals
- Assist with the planning of learning activities
- Monitor students' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers/SENCo on students achievement, progress, problems etc
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and undertake routine marking of students' work
- Assist in the preparation and development of agreed curriculum activities
- Undertake programmes linked to local and national learning strategies, recording achievement and progress and feeding back to the teacher/resource base leader
- Support the use of ICT in learning activities and develop students' competence and independence in its use

Professional competence and behaviour:

- Maintain professional knowledge and competence;
- Provide a professional, up-to-date and purposeful service;
- Be responsible for their own professional practice and decisions and take responsibility for identifying and meeting their own development needs.

Ethical standards and integrity:

- Establish, maintain and develop professional relationships based on confidence, trust and respect for all colleagues and stakeholders;
- Demonstrate sensitivity for students' and stakeholders' practices, culture and personal beliefs;
- Advance employment and professional practices that promote equality of opportunity, diversity and inclusion;



- Safeguard all confidential and personal data acquired as a result of professional relationships and not use it for personal advantage or for the benefit of third parties.

Administrative:

- To ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including returns and reports
- To deal with correspondence promptly and as required
- Provide clerical/administrative support e.g. photocopying, typing, filing, collecting money

General:

- Attend relevant meetings and training sessions as required
- Attend school events as required
- Understands and assists in interpretation of school policies
- Assist in escorting students on educational visits and to participate in extra-curricular activities as required
- Invigilate school and public examinations and tests as required
- Cover for absent colleagues as directed
- Supervise registration periods in the absence of the Form Tutor, completing the relevant documentation/data entry when required
- Provide an effective first aid service when required to staff, students and school visitors at Trevelyan Middle School as required and ensure that the school meets its legal requirements under the Health & Safety at Work in act including:
 - Making accurate and appropriate recordings of all first aid cases
 - After making an initial evaluation and assessment, dealing with and recording minor first aid incidents
 - Contacting parents as required
 - Attending appropriate training when required and ensuring you hold a valid first aid qualification while working as part of the first aid team
 - Liaising with the Ambulance service, other emergency services and parents/guardians as necessary
- Assist in such duties and activities relating to any of the above areas appropriate to grade as the Head, Trust SLT and Governors shall from time to time reasonably require.

SAFEGUARDING

Trevelyan Middle School & Pioneer Educational Trust is committed to safe-guarding and promoting the welfare of children and young people. We expect all staff and young people to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

ADDITIONAL DUTIES

- Play a full part in the life of the Trust community including duties to support the ethos and encourage students and colleagues to follow this example
- Actively engage in the appraisal process
- Continue professional development as agreed

ADDITIONAL NOTES

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.



The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job profile is current at the date shown but in consultation with you may be changed by the Trust Leadership Team to reflect or anticipate changes in the job commensurate with the grade and job title.