



**Overall job purpose**

- To make the education and wellbeing of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct
- To champion and celebrate the unique qualities of the most vulnerable pupils, especially on the challenging days
- Under the guidance of a teacher deliver and be responsible for learning activities for pupils either in classes, groups or on a one-to-one basis
- To provide cover, with a colleague for classes under the direction of a teacher.
- To provide high quality support to pupils at break times following the Welton Positive Play approach
- To support the teachers in planning, evaluating and adjusting work/intervention strategies as appropriate for students.
- Facilitates participation and learning, helping to build confidence and self-esteem, so that all pupils, including those who present challenging behaviour, are enabled to reach their full potential alongside their peers.
- To provide specialist support to individuals and groups of pupils as directed and guided by the Head teacher and SENDCO
- To attend training as required, including training outside of the school working day
- To provide high quality Out of School Child Care Provision as required in line with contractual obligations under the direction of the Leaders.

**This person's responsibilities are:**

- To be responsible for delivery of high-quality learning activities.
- To meet the physical needs of pupils as required, including medical emergencies.
- To liaise with the class teacher and SENDCO about individual education plans.
- To develop and prepare appropriate resources to support the pupil
- To be responsible for maintaining a high-quality learning environment and resources.
- To work effectively with colleagues to provide high quality outcomes for pupils.
- Under the direction of a teacher support the progress of students including those with SEND by delivering specialist support and intervention programmes
- Be responsible for keeping records of achievement and progress and updating systems as required by the SLT
- Promote positive values, attitudes to learning and good pupil behaviour in line with school policy and approaches, including responding to severe behavioural outbursts or anti-social behaviour
- Provide feedback to teachers and students.
- Liaise with parents, staff and outside agencies where necessary
- Establish positive and productive working relationships with pupils and actively promote the inclusion of all pupils.
- Be aware of and comply with policies and procedures relating to child protection, H&S, confidentiality and data protection. Report concerns to appropriate person.
- Attend, and participate in meetings and training activities as required, including those at the end of the school day.
- Undertake planned supervision of pupils on visits, trips and out of school activities/catch-up sessions.

**Personal and professional conduct**

At Welton teaching assistants will uphold public trust in the education profession by:

- Having proper and professional regard for the ethos, policies and practices of the school as professional members of staff.
- Demonstrating positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Having regard for the need to safeguard pupils' well-being by following relevant statutory guidance along with school policies and practice.
- Upholding values consistent with those required from teachers by respecting individual differences and cultural diversity.
- Committing to improve their own practice through self-evaluation and awareness

## **Knowledge and understanding**

At Welton teaching assistants are expected to:

- Share responsibility for ensuring that their own knowledge and understanding is 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 acquire the appropriate skills, qualifications, and/or experience required for the teaching assistant role, with support from the school.
- Demonstrate expertise and skills in understanding the needs of all pupils and know how to contribute effectively to the adaptation and delivery of support to meet individual needs.
- Demonstrate a level of subject and curriculum knowledge relevant to their role and apply this effectively in supporting teachers and pupils.
- Understand their roles and responsibilities within the classroom and whole school context recognising that these may extend beyond a direct support role.

## **Teaching and learning**

At Welton teaching assistants are expected to:

- 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.
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- 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.
- Communicate effectively and sensitively with pupils to adapt to their needs and support their learning.
- Maintain a stimulating and safe learning environment by organising and managing physical teaching space and resources.

## **Working with others**

At Welton teaching assistants are expected to:

- Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them.
- 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 responsibility to share knowledge to inform planning and decision making.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
- 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.

## **GENERAL**

- The Teaching Assistant may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post