

Job Description

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| Job Title: | Teaching Assistant |
| Salary & Grade: | WHFNJC K |
| Reports to: | Principal |

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.

Purpose of the Role – Teaching Assistant

Under the direction of the Principal, Teacher or Special Education Needs Co-ordinator, work as part of a team to promote the emotional, physical and educational development of pupils, including those with special needs.

Duties and Responsibilities of the Role:

Under the direction of the classroom teacher or designated supervisor:

Supporting the pupil

- Participate in activities designed to meet the emotional, physical and learning needs of individual children and groups of children, including those with special needs.
- Contribute to the monitoring and delivery of Individual Education Plans. (IEP's)
- Monitor pupils' responses to learning activities and encourage them to take an interest in their own learning.
- Develop and maintain effective relationships with individual pupils and groups to ensure that pupils achieve learning targets.

Supporting the teacher

- Assist with the organisation of the learning environment and ensure adequate supplies of learning materials.
- Take responsibility for maintaining accurate records in accordance with school policies and data protection.
- Provide consistent and effective support for colleagues in line with the responsibilities of this role.

Supporting the curriculum

- Assist in the planning delivery and evaluation of learning activities for individuals, groups or the whole class, working with the teacher to ensure coverage of the curriculum, including ICT.
- Help pupils to develop their literacy and numeracy skills including reading, writing, number and shape.

Supporting the school

- Assist with the implementation of a behaviour management programme.
- Support the maintenance of pupil safety and security and minimise the risks from health emergencies. This includes a 30 minute lunch supervision session.

Supporting the Teaching Assistant

- Participate in regular performance reviews to ensure that any personal development needs are identified and met. Attend relevant inset training. Review and maintain your own professional practice through agreed development activities.

Other duties:

- In accordance with the provisions of the Health & Safety at Work Act 1974, to take reasonable care for the health and safety of yourself, colleagues and pupils who may be affected by your omissions at work, and to co-operate with the school so far as is necessary to enable the school to perform or comply with their duties under statutory health and safety provisions.
- Undertake any other duties that can be accommodated within the grading level and nature of this post.
- Report any safeguarding issues encountered to your safeguarding officer, Vice Principal or Principal ASAP.

Decision Making:

- Working under the direction of the line manager/classroom teacher, some discretion to make minor decisions
- Contribute to IEP's
- Assist in planning, delivery and evaluation of learning activities.

Creativity and Innovation:

- Accurate record keeping
- IEP's & Classroom Displays

Emotional Demands:

- Responsible for individuals/groups of children, some will make emotional demands

Safe Working Practices for Adults working with Children:

It is the responsibility of each employee to carry out their duties in line with TWHF's ethos and culture of safe working practices for Adults working with Children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations:

The post holder is required to comply with GDPR regulations (EU) 2016/679 unless and until the GDPR is no longer directly applicable in the UK, and then any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018. The postholder is to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity:

There is a requirement for the postholder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the postholder will apply the TWHF's commitment to equality by treating all employees fairly and without discrimination.

Confidentiality:

The postholder will respect the need for confidentiality at all times while performing this role.

Health and Safety:

The postholder must at all times carry out his/her responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at Work.

Flexibility:

All staff within the TWHF Family will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. This review will be carried out in consultation with the post-holder before any changes are implemented.

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| Developed by: | | Issue Date: | |
| Postholder Signature: | | Signature Date: | |