

Job Description- Teaching Assistant

Job Title:	Teaching Assistant
Pay Scale:	NJC (2019) SCP 6-7
Hours:	21 hours a week, TTO plus INSET's
Responsible to:	HLTA

Purpose of Job:

To support and assist teachers as part of a professional team to contribute to raising standards of an individual pupils' achievement and to undertake a range of learning activities under the professional direction and supervision of qualified teachers and/or senior colleagues, in line with the school's policies and procedures.

Principal Responsibilities:

- Providing support for a pupil with a range of complex needs, teachers and the whole school as outlined below.
- Maintaining the excellent reputation and stance of the Academy within the wider community.

Main Duties:

Support for the Teacher

- Raising awareness to teaching staff of the strengths and needs of individual pupil.
- Assisting teaching staff in the monitoring, recording and evaluation of pupils' progress, including providing feedback on observations undertaken.
- Assisting in the assessment of individual pupils.
- Liaising with the SENDCo, external professionals and teaching staff, to identify the needs of the pupil.
- Assisting in the preparation and review of personalised targets.
- Setting up and using equipment as required to support pupils' participation in learning tasks and activities, meeting their needs.
- Providing support to teachers in developing effective approaches to manage behaviour and discipline problems.
- Raising the awareness of school staff to pressures on pupils which may result in behavioural problems.

- Assisting in compiling and maintaining pupils' records.
- Assisting in the review of the EHCP.
- Carrying out appropriate schemes of work and programmes set by the teaching staff for pupils and to assist in the preparation of learning materials for this purpose.
- Managing the planning and programming of specific educational activities for the pupils.
- Assisting with the daily lessons as directed.
- Assisting in the preparation of work and other activities for pupils in accordance with objectives set by teaching staff.

Support for the Pupil

- Using specialist knowledge to support pupils.
- Working with pupils on individual targets set by a member of the teaching staff.
- Supporting all pupils included in setting as appropriate.
- Assisting in the provision of activities for the fullest development of the pupils which may involve work outside the school base and in the local community.
- Under the direction of teaching staff or senior colleagues, working independently with individual pupils or groups of pupils if this is necessary.
- Undertaking duties in connection with personal hygiene and welfare of pupils as directed by the teaching staff.
- Applying considerable knowledge and understanding of the curriculum, age range, or SEND as determined by the SEND Code of Practice or the particular needs of the school pupils.

Support for the School

- Participating in meetings to review pupil progress and reporting to the meeting as required, on involvement with pupils.
- Liaising with educational and health specialists, and outside agencies as required.
- Assisting the school in promoting, developing and enhancing the excellent curriculum, ensuring high standards for all are achieved.
- Contributing to the whole School's Self Evaluation process.
- Contributing to the whole school positive Ethos

General Requirements

- Attending and participating in training and development activities as required.

- Participating in schemes of assessment, professional development and review.
- Assisting teaching staff or senior colleagues in escorting pupils home as and when required, as directed by the teaching staff.
- Attending meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies.
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the local education authority.

Professional Values and Practices

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
- In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within school's policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognising equal opportunities issues as they arise in the schools and responding effectively, following school's policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.
- To undertake any other duties commensurate with the post.
- The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Academy.
- The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Academy records and information.
- Academy's Equal Opportunities Policy, Staff Behaviour Policy and Code of Conduct, Child Protection Policy and all other Academy Policies.
- The post holder must comply with the Academy's Health and safety rules and regulations and with Health and Safety legislation.