

Member of Staff _____

Job Title Teaching Assistant **Responsible to** SENCo / SLT / Principal

This is a Regulated/Controlled Post and successful applicants will need to be able to register with the Independent Safeguarding Authority.

Duties and responsibilities

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Teaching and learning

Maintain a positive working relationship with the class teacher and other supporting adults.

Establish positive relationships with supported pupils and the class in general.

Assist in the educational and social development of pupils individually or in groups under the direction and guidance of the principal, Inclusion Manager and class teachers.

Assist in the implementation of Individual Support Programmes (ISP's) for pupils and help monitor their progress.

Promote the inclusion and acceptance of children with special needs and/or disabilities within the classroom.

Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.

Provide suitable feedback to pupils under the guidance of the teacher.

Arrange / provide resources for lessons / activities under the direction of the teacher.

Provide support for individual students inside and outside the classroom to enable them to fully participate in activities.

Work with other professionals, such as speech therapists and occupational therapists, as necessary
Assist class teachers with maintaining student records.

Support students with emotional or behavioural problems and help develop their social skills.

Attend to pupils' personal needs including help with social, welfare and health matters including first aid.

Assist with the development, implementation and monitoring of ISP's

Liaise with other staff and provide information about pupils as appropriate on a need-to-know basis.

To supervise pupils for limited and specified periods including break times when the post holder should facilitate appropriate games and activities.

To assist with escorting pupils on educational visits.

To respect confidentiality at all times.

Attend relevant school meetings as required.

Standards and quality assurance

Support the aims, values and ethos of the school.

Set a good example in terms of dress, punctuality and attendance.

Set a good example of behaviour towards children and other adults in and around the school.

Support students on work experience.

Undertake professional duties that may be reasonably assigned by the Headteacher.

Administrative Tasks You may be required to do some or all of the following tasks.

Collection of reply slips / letters in relation to medical, trips etc and maintaining checklists.

Record keeping and filing.

Collating pupil reports and other associated administration.

Administering tests and tasks under the direction of the class teacher.

Provide support and at times lead small groups with interventions and group work activities

Ordering supplies and equipment from the Office under the direction of the class teacher.

Supporting the teacher with inputting pupil data manually or electronically.

Prepare and present displays of children's work under the direction of the teacher.

Support class teachers in photocopying and other tasks in order to support teaching.

Undertake other duties from time to time as the Headteacher requires.

General

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.

The duties may be varied to meet changed circumstances in a manner compatible with the post held.

The post holder will undertake any relevant training.

The post holder is expected to show a responsible attitude toward Health and Safety and have due regard for their personal safety and that of others.

The post holder will support, uphold and contribute to the development of the schools equal rights policies and practices in respect of both employment issues and the delivery of services to the community.

The school is fully committed to providing opportunities for your continuous professional development in the form of training, mentoring, shadowing, role enrichment, coaching, peer development, etc.

You are expected to actively engage in and be committed to your continuous professional development in relation to the identified needs of the school and your current and future roles and responsibilities throughout your professional career.