

## **BURE PARK SPECIALIST ACADEMY**

### **JOB DESCRIPTION**

POST TITLE: Teaching Assistant

RESPONSIBLE TO: Assistant Head

GRADE: D5-6

POSTHOLDER: TBC

### **GENERAL RESPONSIBILITIES:**

1. The overall function of a Teaching Assistant, in liaison with the Deputy Head and Teacher Tutors, is to support pupils directly or indirectly during the classroom day by undertaking individual or group work admin support.
2. A knowledge of specific learning difficulties and pupils specific learning programmes and activities is necessary when dealing with pupils in the school.
3. To perform any administration of tests, monitoring progress and achievement as directed by the Teacher Tutors or Deputy Head.
4. To maintain contact with parents and specialists as directed by Teacher Tutor, Senior Childcare Officer or Deputy Head.
5. To maintain clear, effective and impartial communication between education and care staff, and the senior management team.
6. To monitor objectively the quality of relationships between pupils, between staff and pupils, and between staff, with the constant aim of improvement.
7. To be conversant with, and work towards, fulfilling the school's aims and objectives as laid out in that policy document.
8. The responsibilities are such that the postholder would normally be expected to have completed the equivalent qualification to an NVQ Level 2.
9. As directed by Headteacher/Deputy Head to promote learning through preparation of specific activities and to check on children's progress with these activities.

## MAIN RESPONSIBILITIES:

1. To provide assistance to Teacher Tutors in the classroom;
  - By working with pupils on an individual or group basis.
  - By assisting in the preparation of specific areas of the curriculum
  - By assisting in the efficient preparation of classroom materials, resources and equipment
  - By devising activities within the framework of the overall planning set by the teacher
  - To utilise and engage in the use of ICT in helping deliver the curriculum to groups and individuals
3. To be responsible for the safety of children by exercising adequate control and supervision.
4. To establish with the staff team appropriately high levels of expectation by setting down clear guidance for pupils for establishing good standards of behaviour and achievement within school.
5. Attending meetings as required to discuss children on an individual basis and contribute towards establishing a unified and consistent approach throughout the school. This may include attending staff meetings on occasions and may also include contributing to a pupil's Annual Review in either written or verbal form.
6. Participate fully in the daily observation and recording of pupils' behaviour and progress in the appropriate manner and to give feedback to teachers and other staff teams where appropriate.
7. To assist in the professional development of colleagues and self by involvement in relevant aspects of the school's Staff Support and Development Programme.
8. To take part in the initial and advanced Norfolk Steps training and to ensure that this is updated on an annual basis as directed.
9. To ensure that the advanced skills in behaviour management are constantly revisited so that staff are able to work individually with pupils who exhibit high levels of disturbance.
10. To co-ordinate with teachers display work for classrooms and corridors once completed by pupils.
11. Where directed to ensure that pupils' access to learning outside of the classroom is supported. This includes working with pupils excluded from lessons on work as directed by a Teacher, investigating incidents with pupils and reporting these to Senior Staff.

12. To work with outreach pupils in or from partner schools in line with behaviour status.
13. Perform any other tasks that the Headteacher or his appointed Deputy may reasonably request.

#### SPECIFIC RESPONSIBILITIES

1. To work alongside the Teachers and to have a thorough knowledge of the curriculum. To attend all relevant training.
2. To support pupils when attending lessons with other subject specific teachers.
3. To work with pupils in a specific manner identified by the teachers in situations across all age ranges across the Academy.
4. To work alongside the Care team in supporting pupils throughout the day.

#### WORKING TIME:

This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent on carrying them out and no part of it may be construed. The working week of 32.5 hours is configured in agreement with the Headteacher.

#### REVIEW:

The job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.