**Teaching Assistant Job Description – June 2024**

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| **Post Title:** | TEACHING ASSISTANT |
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| **Purpose:** |  |
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| **Reporting to:** | SENDCo and SEND Manager |
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| **MAIN (CORE) DUTIES** |  |
| **SAFEGUARDING RESPONSIBILITIES** | * The post holder is responsible for safeguarding children and promoting the welfare of children at all times |
| **SUPPORT FOR STUDENTS** | * Supervise and provide support for those on the SEND register and other groups/students identified as needing support, ensuring their safety and access to learning activities. * Assist with the development and implementation of pupil profiles for individuals on the SEND register * Establish constructive relationships with students and interact with them according to individual needs * Promote the inclusion and acceptance of all students * Encourage students to interact with others and engage in activities led by the teacher * Set challenging and demanding expectations and promote self-esteem and independence * Provide feedback to students in relation to progress and achievement under guidance of the teacher |
| **SUPPORT FOR TEACHERS** | * Create and maintain a purposeful, orderly and supportive learning environment * Use strategies, in liaison with the teacher, to support students to achieve learning goals * Assist with the planning of learning activities * Monitor students’ responses to learning activities and accurately record achievement/progress as directed * Provide detailed and regular feedback to teachers on students’ achievement, progress, problems etc. * Promote positive student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour * Establish constructive relationships with parents/carers * Administer routine tests and invigilate exams * Provide relevant admin. support e.g. photocopying, typing, filing, administer coursework etc. |
| **SUPPORT FOR THE CURRICULUM** | * Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses * Support the use of ICT in learning activities and develop students’ competence and independence in its use * Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use |
| **SUPPORT FOR THE SCHOOL** | * Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person * Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop * Contribute to the overall ethos/work/aims of the school * Appreciate and support the role of other professionals * Attend and participate in relevant meetings as required * Participate in training and other developmental activities as required * Assist with the supervision of students outside of lesson times * Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher |
| **Experience** | Working with or caring for children of relevant age |
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| **Person Specification** |  |
| * GCSE English and Mathematics at grade C or above * Good numeracy/literacy skills * Effective use of ICT * Basic understanding of child development and learning * Ability to self-evaluate learning needs and actively seek learning opportunities * Ability to relate well to children and adults * Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these * Ability to carry out tasks independently * Ability to build good working relationships with a range of professionals and parents | |
| Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.  The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. | |
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| This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. | |