

ORESTON COMMUNITY ACADEMY



JOB DESCRIPTION

<u>POST TITLE:</u>	Teaching Assistant (Pupil Support)
<u>LOCATION:</u>	Oreston Community Academy
<u>GRADE:</u>	Grade C
<u>HOURS:</u>	13 hours per week
<u>RESPONSIBLE TO:</u>	Line Manager and Headteacher
<u>MAIN PURPOSE OF JOB:</u>	To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Duties and Responsibilities to include:

Support for Pupils

1. Ensure all pupils' safety and welfare.
2. Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
3. Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
4. Establish constructive relationships with pupils and interact with them according to individual needs.
5. Promote the inclusion and acceptance of all pupils.
6. Encourage pupils to interact with others and engage in activities led by the teacher.
7. Set challenging and demanding expectations and promote self-esteem and independence.
8. Provide feedback to pupils in relation to their progress and achievement under the guidance of the teacher.
9. Able to undertake cover supervision occasionally.

Support for the Teacher

10. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
11. Use strategies, in liaison with the teacher, to support pupils to achieve their learning goals.
12. Assist with the planning of learning activities.
13. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
14. Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.

15. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
16. Establish constructive relationships with parents/carers.
17. Administer routine tests and invigilate exams and undertake the routine marking of pupils' work.
18. Provide clerical/admin support e.g. photocopying, filing.
19. Any other duties as directed by your Line Manager.

Support for the Curriculum

20. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
21. Undertake programmes of study linked to the curriculum, feeding back achievement and progress to the teacher.
22. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
23. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support for the School

24. 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.
25. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
26. Contribute to the overall ethos/work/aims of the school.
27. Appreciate and support the role of other professionals.
28. Attend and participate in relevant meetings as required.
29. Participate in training and other learning activities and performance development as required.
30. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
31. Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

The duties listed within this profile are a guide to the level of responsibility of the role only and are not an exhaustive list of the duties undertaken by the post.

The specific requirements of Level 2 Teaching Assistants as negotiated at Oreston Community Academy are stated on Page 3 of this job description.

Oreston Community Academy is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and undergo appropriate checks, including an enhanced DBS check.

In addition you are required to attend necessary child protection training and participate fully in activities to ensure the school stays compliant with statutory child protection and safeguarding guidelines.

SPECIFIC REQUIREMENTS OF LEVEL 2 TEACHING ASSISTANTS
NEGOTIATED AT ORESTON COMMUNITY ACADEMY

- Working Hours** 8:40 am – 3:30 pm are regarded as the minimum core hours during which Teaching Assistants should be in class. These may be negotiated with Team Leaders, providing overall hours worked are not changed and there is no detrimental impact on children’s learning.
- Planning Time** An additional 30 minutes planning time is paid to ensure attendance at weekly team planning meeting.
- Break Times** It is agreed that one duty break-time cover per week will be carried out.
- Non-Pupil Days** The contract includes 2 non-pupil days each year.
- Key Events** Sufficient time is built into the contract to ensure attendance at key school events as identified in the Year Planner, ie Celebration Evening, Summer and Christmas Fairs and Christmas productions as identified in the directed time schedule.

‘GOODWILL’ RECOGNITION

Bearing in mind the above ‘agreed’ list, an amount of paid time remains, which acknowledges the additional time Teaching Assistants generally give in the everyday course of their jobs. This will be specifically identified where either party believes this is more appropriate and requires clear identification.

CREATIVE AFTERNOONS / ‘PPA TIME’

To agree to support creative afternoons within each respective teaching team each week, taking responsibility for groups of children in order to help deliver an enriched curriculum under the direction and guidance of a teacher.

**I confirm that I accept the terms and conditions as stated above
(Please sign and return the second copy of this document)**

Signed: Amy Chivers
(Headteacher)

Date.....

Signed:
(Teaching Assistant)

Date: