T.E.A.M EDUCATION TRUST

Stubbin Wood School & Nursery

**JOB DESCRIPTION: Teaching Assistant**

**Contract: Permanent, 32.5 hours per week, 39 weeks term-time only**

**Pay Scale**: **Grade 8 points 12-15**

**Responsible to: Principal**

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|  **Key Responsibilities** |

# To work under the guidance of teaching/ senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom, including assisting with the general care, mobility and personal hygiene needs of pupils. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in short term planning and recording, and the management/ preparation of resources. Individual staff will support, with others, an agreed area/ school initiative through attendance at suitably arranged meetings in school time, collective completion of agreed tasks, reports, records or other information as required and as part of this small group.

# The TA may take responsibility for short term planning for a few regular groups/ sessions, agreed between the TA and teacher, and authorised by the Headteacher. Staff may also supervise whole classes occasionally following short term planning already in place, with appropriate remuneration. The primary focus will be to ensure continued high quality learning and pupil achievement.

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| **Core Requirements of the post.** |

PUPIL PROGRESS

* Establish constructive relationships and use a variety of methods to communicate with parents and other relevant professionals, in liaison with teachers, to support pupils’ learning and progress
* Establish good relationships with pupils, acting as a role model and responding appropriately to individual needs
* Promote the inclusion and acceptance of all pupils within the classroom
* Encourage pupils to interact and work co-operatively with others and engage all pupils to participate and achieve in learning activities
* Promote independence and employ strategies to recognise and reward its achievement
* Be aware of pupil problems/progress/achievements and report to the Teacher as agreed
* Play an active role in assessing pupils targets and progress
* Supervise and support pupils, ensuring their safety and access to learning and participate in formulating risk assessment on an ongoing basis

PROFESSIONAL PRACTICE

* Maintain, develop and apply professional knowledge to enable effective teaching and learning support
* Share such knowledge with colleagues to improve whole school effectiveness
* Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
* Respond quickly and appropriately to demands made by individual pupils to meet general care, mobility, and personal hygiene needs
* Understand and apply the principles of good classroom management
* Understand and apply a range of appropriate support strategies
* Carry out appropriate medical procedures as required. Appropriate training will be provided: gastrostomy, tracheostomy care etc.
* Prepare the classroom, as directed, for lessons, clear away afterwards and assist with the display of pupils’ work

The postholder will demonstrate essential professional characteristics, and in particular the below Teaching Assistant Professional Standards:

Personal and professional conduct

Teaching assistants should uphold public trust in the education profession by:

* Having proper and professional regard for the ethos, policies and practices of the school in which they work as professional members of staff.
* Demonstrating positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
* Having regard for the need to safeguard pupils’ well-being by following relevant statutory guidance along with school policies and practice.
* Upholding values consistent with those required from teachers by respecting individual differences and cultural diversity.
* Committing to improve their own practice through self-evaluation and awareness.

Knowledge and understanding

Teaching assistants are expected to:

* Share responsibility for ensuring that their own knowledge and understanding is relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
* Take opportunities to acquire the appropriate skills, qualifications, and/or experience required for the teaching assistant role, with support from the school/employer.
* Demonstrate expertise and skills in understanding the needs of all pupils (including specialist expertise as appropriate) and know how to contribute effectively to the adaptation and delivery of support to meet individual needs.
* Demonstrate a level of subject and curriculum knowledge relevant to their role and apply this effectively in supporting teachers and pupils.
* Understand their roles and responsibilities within the classroom and whole school context recognising that these may extend beyond a direct support role.

Teaching and learning

Teaching assistants are expected to:

* Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities.
* Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
* Use effective behaviour management strategies consistently in line with the school’s policy and procedures.
* Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.
* Communicate effectively and sensitively with pupils to adapt to their needs and support their learning.
* Maintain a stimulating and safe learning environment by organising and managing physical teaching space and resources.

Working with others

Teaching assistants are expected to:

* Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them.
* With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with.
* Understand their responsibility to share knowledge to inform planning and decision making.
* Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
* Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.

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| **General Duties** |

* Engage as an active member of the school team.
* Be a flexible and supportive member of the team.
* Be willing to undertake professional development where appropriate.
* Engage and motivate pupils
* Improve the quality of pupils’ learning
* Inspire trust and confidence in pupils and colleagues
* Build team commitment with colleagues and in the classroom
* Demonstrate analytical thinking.
* Demonstrate empathy with and an appreciation of the care needs of pupils.

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| **Whole School Ethos** |

* Initiate, contribute to, or respond in a timely manner with respect to child safeguarding procedures
* Make effective use of all resources, including ICT and personnel
* Contributes towards the School’s Vision and Values, particularly promoting the careers, enterprise and developing positive outcomes for all our learners
* Understands and works to the expectations set out within the Trust/school policies.
* Use the performance management process to drive school improvement through the raising of teaching and learning.
* Promote the wider aspirations of the school.

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| **Safeguarding and Child Protection** |

* To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures and safeguarding policy adopted by the school
* Has up to date knowledge of relevant legislation and guidance in relation to working with and the protection of young people.
* Displays commitment to the protection and safeguarding of young people.
* Values and respects the views and needs of young people.
* Is willing to work with organisational procedures and processes and to meet required standards for the role.
* Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children.

**The postholder will comply with Health and Safety requirements and specifically will take reasonable care of him/herself and other persons who may be affected by his/her acts or omissions at work (Health and Safety at Work Act 1974), and other relevant employment legislation and school's policies.**