**Teaching Assistant - Job Description**

**Responsible to:** Class Teacher, Inclusion Leader and Headteacher

**Base Location:** St John’s C of E Primary School

**Salary:** Good Shepherd Trust Scale B

This job description is not necessarily a comprehensive definition of the post. It will be reviewed with the post holder regularly, and it may be subject to modification or amendment at any time, after consultation with the post holder.

**With our academy staff the post holder will:**

* Help to deliver the GST’s vision and translate into practice the underpinning Christian values and moral purpose of our Academy
* Establish and maintain effective relationships and communication with all staff at our academy, other Trust academy schools and the Trust central team
* Help to promote the Trust’s policies and procedures
* Help to develop a learning culture with high expectations in a safe and secure learning environment

**Job Purpose and Objectives:**

* Work one to one with children, providing appropriately targeted support that facilitates effective learning and sustained progress
* Deliver a programme of support to a timetable outlined by the class teacher or senior leaders, acting on the Headteacher’s behalf, which is regularly reviewed and subject to change at any time
* Where appropriate work across Key Stages to fulfil the needs and requirements of the children
* Maintain strict confidentiality, given the close contact with children and other members of the academy’s staff, and that any enquiry from a parent is directed to the class teacher, or Headteacher/Senior Leader, immediately without comment
* Attend Learning Support meetings, whether with the Teacher and/or the parents/external agencies pertaining to the review of a pupil with SEN
* The parameters of the Teaching Assistant’s tasks are encompassed within the Conditions of Service for School Support Staff

**Teaching and learning**

* Assist in the educational and social development of pupil(s) under the direction and guidance of the Headteacher, Inclusion Leader and class teachers
* Assist in the implementation of Individual Education Programmes for pupil(s) and help monitor their progress
* Assist in the support and inclusion of all children within our academy
* Act as a member of a conscientious team, fulfilling responsibilities efficiently and effectively
* Work with individuals and groups of children, under the guidance of the teacher, including children with Special Educational Needs, particularly those with emotional and  behavioural needs.
* Work with other professionals, such as speech therapists and occupational therapists, as necessary
* Assist class teachers with maintaining pupil records assessments

Classroom Duties

*Support the Child*

Develop a knowledge and understanding of the range of learning support needs and to develop an understanding of the specific needs of the child/ren in the group/class being supported. Help the child/ren to learn effectively as possible, both in group situations and on their own by:

* Undertaking any specific specialist training to ensure that the child’s needs are met
* Following advice given by medical/educational advisors relating to the specific needs of a child
* Clarifying/explaining instructions
* Ensuring (s)he/they can use equipment and materials provided
* Motivating and encouraging as required
* Assisting in any areas where improvement may be required (including personal hygiene)
* Motivating them to concentrate, complete and embed learning activities
* Meeting needs as required, whilst encouraging resilience and independence
* Liaising with the class teacher/Senior Leaders about individual’s learning journeys
* Developing and deploying appropriate resources to support the child/ren
* Help the child/ren with all aspects of the curriculum whether individually or in small groups

*Support the Teacher*

* Participate, wherever possible, in the regular, weekly curriculum planning meetings
* Support the promotion of the Curriculum
* Share in the preparation and planning of the Curriculum, observing the class teacher’s instructions
* Be adaptable with regard to working on certain sophisticated items of equipment, such as the computer or specific equipment necessary to meet the needs of the child
* Assist, with the teacher (and other professionals as appropriate), in the development of a suitable programme of support (individual learning journey)
* Record and celebrate individual pupil progress in their individual learning journey each time when working with the child
* Suggest new steps to the class teacher, based upon observations made
* Contribute to the maintenance of the child/ren’s progress records in paper and electronic format
* Participate in the evaluation of our academy support programmes
* Maintain accurate and succinct records about the child/ren’s responses to particular tasks, sharing this information with the class teacher at agreed times during the school day

*Support the Trust/our academy*

* Liaise, advise and consult with other members of the team supporting the child/ren when asked to do so.
* Contribute to the reviews of the child/ren’s progress
* Attend relevant in-service and twilight/other training
* Follow Trust and our academy policies and procedures at all times
* Respect confidentiality issues linked to home/pupil/teacher/school work and keep confidences (external to safeguarding) appropriately
* To follow our academy Behaviour Policy at all times, modelling positive behaviours
* To follow Trust policies and procedures and statutory requirements of legislation concerning Safeguarding, including Child Protection, Single Equalities, Data Protection (GDPR) and Health & Safety
* To report any safeguarding disclosures or concerns about children and/or adults in line with our academy policy and procedures
* To be aware of particular safeguarding concerns that could arise in the classroom e.g. during PE, ICT lessons and to report any concerns in line with our academy policy and procedures
* Teaching Assistants are required to take annual leave during the school holiday periods. Holidays in term time are not permissible.

Other Classroom Duties

Under the direction of the assigned class teacher(s) and Senior Leaders deal with the following non-teaching tasks:

* Prepare and clean materials and equipment for use within designated areas and tidy up after use
* Arrange the furniture and resources for group work
* Undertake photocopying, laminating, displaying work etc.
* File children’s work
* Attend to the children’s personal needs and simple first aid; where a child is causing concern this should be reported, in the first instance, to their class teacher

Duties Beyond the Classroom

Under the direction and supervision of the class teacher(s)/Key Stage Leader/Senior Leaders carry out the following tasks if and when required:

* Assist with activities involving children outside the classroom
* Accompany groups of children on educational visits, after prior briefing from the teacher(s) leading the trip
* Help in a general way with all visitors and parents coming into the academy

Personal Staff Development

* Review  progress against agreed objectives, timetables, etc., with the Headteacher (or Senior Leaders), and participate in agreed, further professional development
* Participate in the Trust’s performance management/appraisal policy and procedures

*The Good Shepherd Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We ensure that all our employment practices reflect this commitment.*

*Any offer of employment is conditional upon an enhanced certificate issued by the Disclosure and Barring Service, in line with the Rehabilitation of Offenders Act 1974 and the Amendments to the Exceptions Order 1975, 2013 and 2020.*

*In line with the Good Shepherd Trust Safeguarding and Child Protection policy, you will be expected to adhere to all Good Shepherd Trust and school procedures and protocols in relation to safeguarding.*