JOB DESCRIPTION

Job Title: Teaching Assistant

Grade: Level 2/3
Grade 2 SCP 11-19/Grade 3 SCP 20-28 Pro Rata (Part Time 32.50 hours per week term time only) + Special Schools Allowance

Purpose of Job Role:
To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate. This level is applicable to experienced teaching assistants whose working role calls for competence across a varied range of responsibilities.

Duties and Responsibilities:

Support for pupils (either individually or in groups)
- Support the activities of individuals or groups
- Act as a key worker for identified pupils
- Establish and maintain relationships with individual pupils and groups
- Contribute to reviews as appropriate
- Support pupils during learning activities
- Promote pupils’ social and emotional development
- Contribute to health and well being of pupils
- Provide support for bilingual/multilingual pupils (where appropriate to the focus of the role)
- Support children with specific needs (where appropriate to the focus of the role), for example, sensory and/or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties
- Support for Gifted & Talented pupils
- Support pupils with literacy and numeracy skills
- Support pupils to access the curriculum
- Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority

Support for the Teacher(s)
- Observe and report on pupil performance
- Contribute to the planning and evaluation of learning activities
- Assist in preparing and maintaining the learning environment
- Contribute to the management of pupils’ behaviour (with the exception of physical handling if not nominated and trained)
- Contribute to maintaining pupils’ records
- Support the maintenance of pupils’ safety and security
- Supervise the whole class for a short time in an emergency (normally for a period less than a whole lesson until the teacher returns or alternative arrangements are made) or for a very short period of planned absence for less than a whole lesson.
Undertake routine marking of pupils’ work in line with school policy
Provide general clerical/administrative support, for example, photocopying, collecting money, administer coursework, produce worksheets etc
Undertake joint home and school visits as appropriate and in line with LA policy

Support for the school

Support the development and effectiveness of team work within the school environment
Develop and maintain working relationships with other professionals
Liaise with parents as appropriate
Work as required across the curriculum and in all Key Stages within the school
Any other duties as commensurate within the grade in order to ensure the smooth running of the school

Support for the curriculum

Support the use of information and communication technology in the classroom
To keep abreast of current educational developments and undertake relevant CPD when appropriate
Attendance at appropriate staff meetings and parents evenings

Other responsibilities:

1. Take personal responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
2. Undertake and participate in relevant CPD and appraisal arrangements.
3. Follow all organisational systems and procedures.
4. Abide by and adhere to all academy policies and practice including health and safety.
5. Support and promote diversity and equality of opportunity for all.
6. Follow data protection procedures and treat with confidentiality any personal, private or sensitive information about individual pupils, staff and/or associated organisations.
7. Promote and support inclusive practice.
8. Promote the agreed vision and aims of the school.
9. Set an example of personal integrity and professionalism in line with the staff Code of Conduct.
10. To perform other such duties as the line manager, Assistant Principal, Vice Principal or Principal may from time to time determine.

By signing this Job Description, you are also consenting to disclose any warnings, convictions, actuations and reprimands whilst in employment as soon as it is practically possible.
New post holders are also consenting to annually renew their Update Service subscription.

Team/s:
Responsible to the Head of Sector & Principal/Assistant Principals/ Vice Principals
Responsible for working within established guidelines subject to scrutiny by supervision

Job description issued after consultation .................................................................
Date ..........................  Signature of the Principal

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Date ..........................  Signature of the Post holder