



### Job Description

<b>Post</b>	Teaching Assistant
<b>Reports to</b>	To be confirmed
<b>Line Management of</b>	N/A
<b>Salary/Grade</b>	Grade 6 - Point 7-12
<b>Contract</b>	Permanent
<b>Date Reviewed</b>	18/06/2024
<b>Core Purpose</b>	To work under the direction of the Class Teacher to enable access to learning for pupils, and to assist the teacher in the management of pupils and the classroom.

Key Responsibilities
<p><b>SPECIFIC DUTIES</b></p> <p><b>a) Supporting the Pupil</b></p> <ol style="list-style-type: none"> <li>1. Under the guidance of the Class Teacher undertake work/care/support programmes to enable access to learning for pupils.</li> <li>2. Take responsibility for adapting and delivering learning activities with individuals or small groups who would benefit from a different learning approach as agreed.</li> <li>3. Encourage and promote the inclusion and acceptance of all pupils.</li> <li>4. Deliver targeted interventions as needed.</li> <li>5. Aid the learning of pupils by: <ul style="list-style-type: none"> <li>• Clarifying and explaining instructions;</li> <li>• Ensuring that the child is able to use the equipment and materials provided;</li> <li>• Motivating and encouraging the child as required;</li> <li>• Supporting pupils in respect of local and national learning strategies, e.g. literacy, numeracy, ICT etc;</li> <li>• Developing appropriate resources to support the pupil/pupils;</li> <li>• Helping pupils to concentrate and to finish the work set;</li> <li>• Liaising with the Class Teacher and SENCo about individual provision and the Graduated Approach.</li> </ul> </li> <li>6. Provide feedback to pupils in relation to progress and achievement under guidance of the Teacher.</li> <li>7. Working with pupils with additional needs.</li> </ol> <p><b>b) Supporting the Teacher</b></p> <ol style="list-style-type: none"> <li>1. Organise the learning environment and develop classroom resources as required.</li> <li>2. Monitor and track progress and provide feedback to assist in developing provision for children with additional needs.</li> <li>3. Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems, etc.</li> <li>4. Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.</li> <li>5. Undertake support activities for the teacher as required.</li> </ol>

### c) Supporting the Curriculum

1. Undertake programmes linked to local and national learning strategies - e.g. literacy, numeracy – recording achievement and progress and feeding back to the teacher.
2. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
3. Provide targeted support to enhance learning and improve attainment.

### d) Supporting the School

4. Be aware of, and comply with, policies and procedures, e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
5. Accompany staff and pupils on visits, trips and out-of-school activities as required.
6. Develop and maintain effective relationships with other staff, parents and carers.
7. Attend relevant meetings as required.
8. To participate annually in the performance management process, setting and reviewing targets that maintain high levels of achievement and promote high standards.

### General responsibilities

- As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description
- Create and maintain positive and supportive relationships with staff, pupils, parents, business, community and other stakeholders.
- Be aware of the school's duty of care in relation to staff, pupils and visitors and comply with all health and safety policies at all times.
- Engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the Trust and School Improvement plans.
- Treat all information acquired through employment, both formally and informally, in strict confidence.
- Be aware of the school's responsibilities under the General Data Protection Regulations (GDPR) for the security, accuracy and relevance of personal data held and ensure all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection and report all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and School and promote its commitment to equal opportunities.

### Agreed specific/additional areas of responsibility

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This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Line Manager in consultation with the post holder. In these circumstances, it will be the aim to reach agreement on reasonable changes, but if an agreement is not possible management reserves the right to make changes to the job description following consultation

Note: Every job description will be subject to a review either:

- On an annual basis at an appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of team/operational requirements.

It is the shared responsibility of the post holder and their manager to ensure the job description is kept up to date.