

JOB DESCRIPTION

POST TITLE: **TEACHING ASSISTANT**

GRADE: **6**

RESPONSIBLE TO: **Class Teacher/SENCO**

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

Purpose of the post

Working 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

Supporting the Pupil

1. Under the guidance of the Class Teacher undertake work/care/support programmes to enable access to learning for pupils
2. Take responsibility for adapting and delivering learning activities with individuals or small groups who would benefit from a different learning approach as agreed
3. Encourage and promote the inclusion and acceptance of all pupils
4. Aid the learning of pupils by:
 - Clarifying and explaining instructions
 - Ensuring that the child is able to use the equipment and materials provided
 - Motivating and encouraging the child as required
 - Supporting pupils in respect of local and national learning strategies, e.g. literacy, numeracy, KS1/2, ICT etc
 - Developing appropriate resources to support the pupil/pupils
 - Helping pupils to concentrate and to finish the work set
 - Liaising with the Class Teacher about Individual Education Plans (IEPs)
5. Provide feedback to pupils in relation to progress and achievement under guidance of the Teacher

Supporting the Teacher

1. Organise the learning environment and develop classroom resources as required
2. Monitor and track progress and provide feedback to assist in developing IEPs for children with additional needs
3. Provide detailed and regular feedback to teachers on pupils achievement, progress, problems, etc
4. Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising
5. Undertake support activities for the teacher as required

Supporting the Curriculum

1. Undertake programmes linked to local and national learning strategies - e.g. literacy, numeracy, KS1/2, early years - 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

Supporting the School

1. 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
2. Accompany staff and pupils on visits, trips and out-of-school activities as required
3. Develop and maintain effective relationships with other staff, parents and carers
4. Attend relevant meetings as required

Broader Responsibilities

- To work collaboratively as a member of the School team.
- To play a full and active part in the life of the School Community.
- To support the safeguarding of pupils and staff.
- To acknowledge the need for confidentiality and ensure compliance to GDPR, Health and Safety and other statutory requirements.
- Undertake any other duties that may reasonably be requested of an employee on this grade

The Trust will endeavour to make any necessary reasonable adjustments to the Job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment of any employee who develops a disabling condition.

This Job Description is current at the date shown but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.

October 2022