



## Job Description

Job title:	Teaching Assistant
Reports to (job title):	Class Teacher & SENCO
Hours of work:	
Level and scale point:	

### Job Purpose

To work under the guidance of the class teacher or SEND Coordinator to implement agreed work programmes or enable access to learning with individuals or groups of pupils, in and out of the classroom.

To promote effective teaching and learning - this enables pupils to achieve their full potential and facilitates their social and emotional development.

To promote the inclusion of all pupils in all areas of school life.

To take responsibility for promoting and safeguarding the welfare of all, within the Academy.

To positively promote the vision and values of the academy.

### Main responsibilities and tasks

To deliver the agreed support programmes to individual pupils or small groups.

Within a framework of supervision, to deliver agreed learning activities/teaching programmes to individuals or groups of pupils. Some activities/programmes will require developed knowledge/skills.

To prepare and maintain appropriate resources, materials and equipment and assist the pupils in their use. To make or adapt resources (e.g. worksheets to enable the pupil(s) to access the learning activity at their appropriate level of understanding.

To identify and respond to pupils' diverse learning needs, providing learning opportunities appropriate to their level of understanding and helping them to overcome barriers to learning.

To support the use of ICT in learning activities and develop pupils' competence and independence in its use.

To encourage the acceptance and integration of all pupils, and develop methods to promote and reinforce their confidence and self-esteem.

To work on classroom displays following consultation with the teacher.

To assist with the general pastoral care of the pupils, including helping pupils who are sick, distressed or injured, in line with the academy's policies.

To maintain an awareness of pupil problems and report these to the class teacher as required.

To establish constructive relationships with the pupils, treating them consistently, with respect and consideration. To encourage pupils to interact successfully with others and engage in activities led by the staff.

To provide general clerical support to the teacher, e.g. photocopying, laminating, filing, etc as required.

To meet the physical/medical needs of pupils according to a pupil's individual care plan, once appropriate training has been provided by an appropriate person.

Work may be carried out in the classroom or outside the main teaching area including, by arrangement, the supervision of pupils at lunchtime and in out of school hours activities.

<b>Record Keeping</b>
To monitor and evaluate pupils' responses to learning activities and progress towards targets, record achievement and feedback to the teacher and/or other professionals as required. This may include assistance with the development and implementation of personal education plans and other programmes as appropriate.
To administer and mark tests and basic homework as required by the class teacher.
To foster positive links between home and school.

<b>Behaviour and Health &amp; Safety</b>
Implement appropriate health and safety policies and procedures in order to ensure a safe, effective and child friendly environment in all lessons and activities, raising any concerns following the academy's protocol/procedures.
Actively seek out and implement best practice safety procedures.
To provide support for pupils' emotional and social needs by encouraging and modelling positive behaviour in line with the Behaviour Policy and demonstrating high expectations of work and behaviour.
To be aware and comply with policies and procedures relating to Safeguarding, confidentiality and data protection, reporting all concerns to the designated Safeguarding Lead or Deputy.
Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly, as agreed with the class teacher / SENCO.

<b>Professional Development</b>
Undertake appropriate and agreed continued professional development.
Participate in whole school and individual INSET programs as required.
Be responsible for improving your practice by participating fully in training and development opportunities identified by the academy.

<b>Team working and collaboration</b>
Participate in any relevant meetings/professional development opportunities, which relate to the learners, curriculum or organisation of the academy.
To work in collaboration with others to develop effective professional relationships.
To have professional regard for the ethos, policies and practices of the Academy and maintain high standards in your own attendance and punctuality.
Make a positive contribution to the wider life and ethos of King Ina Academy.
To accompany teaching staff and pupils on visits, trips and out of school activities as required.

**Note:**

The Teaching Assistant may be called upon to perform other duties from time to time, that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post.

**Signatures – line manager and job holder**

Signed..... Dated:.....  
Line Manager

Signed..... Dated:.....  
Post Holder