

## Job Description

**Job Title:** Teaching Assistant

**Reporting to:** Inclusion Co-ordinator

**Grade:** 5

### Overall purpose of the post:

- To work as part of a team within the Academy to promote the learning and welfare of students by providing practical and learning support to students, including those with special educational needs, under the direction of a class teacher/Inclusion Coordinator.

### Main duties and responsibilities:

- Work with students, including those with statements of Special Educational Needs, providing individual assistance, implementing action plans, to maximize achievement.
- Work closely with students individually or in groups within the Academy, enabling them to achieve maximum access and participation in the National Curriculum. To work under the direction of the class teacher and to assist in the planning, monitoring and evaluation of the student's learning ensuring that progress is clearly recorded and related to the learning objectives for that student.
- Help students to further develop literacy, numeracy, ICT, problem solving and study skills. To help students develop their language and reasoning skills and to assist students in the organisation, preparation and display of set assignment tasks.
- To give in class support to teachers, facilitating students; access to the curriculum including assisting teachers of practical subjects as required with priority being given to health and safety.
- Support the Consequences system to ensure high standards of student behaviour.
- Implement appropriate specific skills programmes as may be arranged and directed by the coordinator for Special Needs or other professionals, working as part of a team.
- Under the direction of the teacher, to assist in maximizing the use of ICT in the learning process.
- Inform other Teaching Assistants/Inclusion Coordinator on a daily basis regarding the progress of students.
- Contribute to the formulation of measures that are directly connected to student achievement, in partnership with parents and under the direction of the relevant professionals.
- To aid the student to learn as effectively as possible both in-group situations and individually by:
  - clarifying and explaining instructions.
  - ensuring the child is able to use equipment and materials provided.
  - motivating and encouraging the student as required.
  - helping students to concentrate on and finish work.
  - liaising with subject teachers about IEPs.
  - developing appropriate resources to support the children if required.

- To establish a supportive relationship with the children concerned.
- To encourage acceptance and inclusion of the student with special needs
- To develop methods of promoting/reinforcing the child's self esteem
- To assist in the development of a suitable programme of support (IEP) for students who need learning support.

### **Additional Responsibilities:**

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **Special Features**

- 28.5 hours per week, term time only plus 3 days.

### **Personal Contacts**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.