

Job Description

Job Title: Teaching Assistant

Reporting to: Principal

Grade: SCP 14-17

Overall purpose of the post:

To support pupils, parents/carers, teachers and the academy to establish a supportive and nurturing learning environment in which children make good academic progress.

Main duties and responsibilities:

- To support individuals and groups of pupils to help them learn
- To support teachers, parents and other colleagues to help create an effective and purposeful learning environment
- Promote inclusion and acceptance of all pupils in the academy including those with physical, learning and behaviour difficulties
- Work with teachers to assess the needs of individual children
- Work with SENCo and other teachers to implement IEPs and develop resources for pupils who have: English as a second language, speech or language impairments or behaviours that interfere with learning and/or relationships
- Plan and facilitate small group teaching
- Plan and undertake direction for one to one teaching and intervention
- Observe, record and feedback information of pupil performance
- Assist in creating materials for curriculum delivery and display boards
- Assist with whole class teaching
- Assist with behaviour management within and outside of the classroom
- Assist pupils' achievement outside of the classroom e.g. ICT suite/library
- Supervise pupils in the playgrounds and lunchroom
- Assist with follow-through for related services e.g. speech/language therapy, occupational therapy, physical therapy
- Maintain pupil and family confidentiality
- Attend regular meetings and training as required
- Maintain stock supplies and distribute as required
- To assist with the personal needs of pupils including social, health, physical, hygiene, first aid and welfare matters.
- To assist with the supervision of pupils ensuring their safety and access to learning. To prepare the classroom as directed for lessons and to clear afterwards.
- To assist with the display of work
- To provide or gather routine information to or from parents/carers under the direction of the teacher or line manager.
- To provide general support with learning activities (e.g. literacy, numeracy, KS3, early years) to enable pupils to understand instructions and to ensure they remain on task.
- To assist with the maintenance of equipment and resources.

- To participate in school visits, assisting with activities as required.

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 where 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.

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.