

# Job Description

**Post Title:** Teaching Assistant

**Establishment:** Outwood Academy Danum

**Grade:** Grade 5 28.5 hours per week TTO plus 1 week

**Reporting to:** Inclusion Co-ordinator

## **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 needs, under the direction of a class teacher/Inclusion Co-ordinator.

## **Responsibilities and accountabilities**

1. Work with students, including those with statements of Special Educational Needs, providing individual assistance, implementing action plans, to maximize achievement.
2. 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.
3. 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.
4. 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.
5. Support the Consequences system to ensure high standards of student behaviour.
6. Implement appropriate specific skills programmes as may be arranged and directed by the Inclusion Co-Ordinator or other professionals, working as part of a team.
7. Under the direction of the teacher, to assist in maximizing the use of ICT in the learning process.
8. Inform other Teaching Assistants/Inclusion Co-ordinator on a daily basis regarding the progress of students.
9. 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.

10. 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
11. To establish a supportive relationship with the children concerned.
12. To encourage acceptance and inclusion of the student with special needs
13. To develop methods of promoting/reinforcing the child's self esteem
14. To assist in the development of a suitable programme of support (IEP) for students who need learning support.
15. To comply with the academy's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns.
16. To comply with Trust policies and procedures at all times.
17. Fire Marshall duties in the case of Fire and/or Emergency Evacuation.
18. To undertake First Aid duties on direction from the Principal.
19. 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 and external agency professionals.

**Internal:** Students, staff, Governors, parents and any other visitors to the academy.

This job description may be subject to change, following consultation between the post holder and the academy