**Job Title:**      Teaching Assistant

**Pay Scale:**      NJC SCP 6-7  (£19,171 - £19,554 pro rata)

**Hours;**          Full time 15 hours per week, 38 weeks per annum (term time only)

**Responsible to:**  ASSISTANT HEADTEACHER

## Purpose of Job

- To support and assist teachers as part of a professional team to support teaching and learning and contribute to raising standards of pupils' achievement and to undertake a range of learning activities under the professional direction and supervision of qualified teachers and/or senior colleagues, in line with the school and Trust's policies and procedures. Responsibility to provide short-term cover by supervising classes.
- To provide a caring and secure environment within extra-curricular provision and wraparound care facility.

## Principal Responsibilities

- Providing teaching and learning support for pupils, teachers and the whole school as outlined below.

## Main Duties

### Support for the Teacher

- Assisting in the preparation and reproduction of learning materials and the management of resources.

- Assisting in the deployment and setting up of equipment and resources and making them ready for use in order to organise the teaching environment.

- Overseeing the care and cleanliness of the teaching environment, equipment, apparatus and materials.

- Working with teaching staff to prepare and display pupil work.

- Participate in the evaluation of learning activities and teaching programmes as defined by the teacher adjusting activities according to pupil responses.

- Supporting teaching staff or senior colleagues with routine administration i.e. filing reports, distributing leaflets and reports

- Contributing to the assessment of pupils' progress and development as directed by the teacher through observations, basic record-keeping and discussion with the teacher (for example contributing evidence to the planning and production of IEP and other development/support plans as appropriate).

Support for the Pupil

- Supervising the use of equipment as required to maintain pupils' needs, and support their participation in learning tasks and activities to meet targets and objectives.

- Assisting in ensuring that the length of time spent on tasks and activities is consistent with the individual pupil's needs and according to instructions.

- Assisting pupils to carry out programmes set by teaching staff.

- Provide feedback to pupils in relation to attainment and progress under the guidance of a teacher.

- Support independent learning and the inclusion of all pupils.

- Support pupils using IT in their learning activities and develop pupils' competence, confidence and independence in its use.

- Assisting individual pupils or small groups of pupils in classroom activities under the specific direction of the teacher and/or other support staff.

- Supporting all pupils included in a mainstream setting, support base, home base or special school, or any other learning environment as appropriate.

- Maintaining awareness of pupils' needs and targets.

- Support pupils in emotional and social well-being, reporting problems to the teacher as appropriate and supporting pupils in their social, emotional and personal development.

- Support the raising of educational aspiration in all pupil/parent contact.

- Assisting in the provision of activities for the fullest development of the pupils which may involve work outside the school base and in the local community.

- Undertaking duties in connection with personal hygiene and welfare of pupils as directed by the teaching staff.

- Having and applying a higher level of understanding of SEND, as determined by the SEND Code of Practice.

Support for the School

- Assisting in maintaining a safe environment for pupils and staff.

- Accompanying teachers and classes on educational visits as required.

- Assisting in the supervision of pupils during the day and in the playgrounds/school grounds as required e.g. during lunch breaks.

- Assisting in ensuring that pupils adhere to the behaviour policy of the school and providing feedback to teaching staff and senior colleagues on the effectiveness of strategies used.

- Contributing to preparing reports on pupils as appropriate.

- Within defined parameters and guidelines, share information concerning pupils with staff, parents/carers/guardians, internal and external agencies as appropriate.

- Assist the school and Trust in promoting the school and Trust values, vision and mission.

- Contributing to the whole School's Self Evaluation process.

- Support the work of volunteers and other support staff in the setting.

Support for the Out of Hours wraparound care facility when required

- To supervise, care for, integrate and play with the children around the school day.

- Prepare and cook food providing children with a balanced diet outside of the school day

- To prepare the dining area and tidy allocated areas following breakfast and tea

- To provide children with a fun and enjoyable routine around the school day

General Requirements

- Attending and participating in training and development activities as required.

- Participating in professional development and review.

- Assisting teaching staff or senior colleagues in escorting pupils home as and when required, as directed by the teaching staff.

- Attending meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies.

- Being an effective role model for the standards of behaviour expected of pupils.

- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the local education authority.

- It is an expectation of the role that jobholders will engage with all pupils as directed by the school in line with the overall goals of the school and Trust and needs of all pupils.

**Professional Values and Practices**

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.

- Treating pupils consistently with respect and consideration, and being concerned with their development as learners.

- In line with the school and Trust's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment and where necessary exercise appropriate physical intervention.

- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.

- Reflecting upon and seeking to improve personal practice.

- Working within the school and Trust's policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.

- Recognising equal opportunities issues as they arise in school and responding effectively, following school and Trust's policies and procedures.

- Building and maintaining successful relationships with pupils, parents/carers and staff.

## Professional standards for Teaching & Learning Support Staff

All support staff engaged in teaching and learning should adhere to, and uphold, the following standards:

### Personal & Professional conduct

- Uphold the ethos, policies and practices of the school and Trust.
- Through positive attitude, values and behaviours, develop and sustain effective relationships within the school and Trust family.
- Have due regard for the need to safeguard pupil well-being by following relevant statutory guidance in addition to school and Trust policy and practice.
- Recognise differences and respect cultural diversity.
- Ongoing commitment to practice development through self-evaluation and awareness.

### Knowledge and understanding

- Be willing to acquire the appropriate skills/qualifications/experience required for the role.
- Demonstrate expertise and skill in understanding the needs of all pupils, and know how to adapt and deliver support to meet individual needs setting high expectations in doing so.
- Increase personal effectiveness in the setting through reflective practice and ongoing CPD ensuring that knowledge and understanding are current in doing so.
- Support teachers and pupils in achieving positive outcomes through the maintenance of a level of subject and curriculum knowledge relevant to the role.
- Understand that roles and responsibilities within the learning setting and whole school context in the knowledge that those responsibilities extend beyond a direct support role.

### Teaching and Learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase levels of pupil achievement.
- Promote, support and facilitate inclusion by encouraging participation of all pupils in all learning and extra-curricular activities.
- In line with school and Trust's policies and procedures, consistently apply effective behaviour management strategies.
- Contribute to effective assessment and planning by monitoring, recording and reporting pupil progress.
- Communicate effectively and sensitively with pupils to adapt to their needs and support their learning.
- Through organising and managing physical learning space and resources, support the maintenance of a stimulating and safe learning environment.

### Working with others

- Through effective liaison, communication and partnership working, recognise, value and respect the role and contribution of other professionals, parents and carers.
- Keep other professionals accurately informed of progress or concerns they may have about pupils.
- Through an appreciation of the role and responsibilities, work in partnership with classroom teachers and colleagues by ensuring that their knowledge is able to inform planning and decision making.
- Communicate specialist understanding to other school staff and education professionals to facilitate consistent decision making on intervention and provision.

Trust and school ethos

- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school and Trust.
- Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role.
- Attending meetings and liaising and communicating with colleagues in school, parents/carers and internal/external agencies.
- Share expertise and skills with others.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and other learning activities and use these to advise and support others.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
- To be aware of requirements in respect of confidentiality, child protection and safeguarding procedures, health and safety, behaviour managements, equal opportunities, special educational needs and other policies of the Trust and school.
- As and when required as directed by teaching staff, escort pupils home, conduct home visits and carry out first response visits, with an appropriate colleague.
- Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils.
- Carrying out tasks for the domestic care and general welfare of pupils in respect of toileting, at meal times and changing using specialist equipment where necessary.

**Specific Duties**

1. To facilitate provision for SEN pupils
2. To lead the school council

To undertake any other duties commensurate with the post.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the school and Trust.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of school and Trust records and information.

The post holder must carry out their duties with full regard to the Academies Single Equality Duty, Code of Conduct, Child Protection Policy and all other Trust and school Policies.
The postholder must comply with the school and Trust Health and Safety rules and regulations and with Health and Safety legislation.