



## JOB DESCRIPTION

<b>Job Title:</b>	Teaching Assistant – Level 3
<b>Grade:</b>	D (scp 5 - 6)
<b>Hours :</b>	37 hours per week (Term time only)
<b>Job Location:</b>	Barnwell Academy
<b>Responsible to:</b>	Headteacher
<b>Contract type:</b>	Permanent

### Purpose of Job:

- To promote the aims of Barnwell Academy
- To support and assist teaching staff, both in and beyond the classroom, as part of a professional team, contributing to raising standards of pupil achievement and to undertake a range of learning activities under the professional direction and supervision of the Key Stage Leader/teachers, in line with school policy and procedures

### Principal Responsibilities

- To perform in accordance with any directions which may be reasonably given by the Head Teacher from time to time, such particular duties with reference to the support for pupils, staff, curriculum & school

### Main Duties

#### Support for the Teacher

- Raising awareness to teaching staff of the strengths and problems of individual pupils
- Assisting teaching staff in the monitoring, recording and evaluation of pupils' progress, including providing feedback on observations undertaken
- Assisting in the assessment of individual pupils
- Liaising with the SENCO and teaching staff, to identify the needs of the pupils
- Assisting in the preparation and review of support plans, including co-ordinating relevant information for support or care plans
- Setting up and using equipment as required to maintain pupils' needs and support their participation in learning tasks and activities
- Providing support to teachers in developing effective approaches to manage behaviour and discipline problems



- Raising the awareness of school staff to pressures on pupils which may result in behavioural problems
- Assisting in the setting of behaviour targets
- Assisting in compiling and maintaining pupils' records
- Carrying out appropriate schemes of work and programmes set by the teaching staff for pupils and to assist in the preparation of learning materials for this purpose
- Managing the planning and programming of specific educational activities for the pupils.
- Assisting with English and mathematics lessons
- Assisting in the preparation of work and other activities for pupils in accordance with objectives set by teaching staff

## Support for the Pupil

- Using specialist knowledge to support pupils
- Working with pupils on individual targets set by a member of the teaching staff
- Supporting all pupils included in a mainstream setting, support base, home base, special school, or any other learning environment as appropriate
- Supporting the reintegration of pupils in mainstream schools to access the curriculum either on an individual basis or as a member of a small group
- 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
- Under the direction of teaching staff or senior colleagues, working independently with individual pupils or groups of pupils if this is necessary
- Undertaking duties in connection with personal hygiene and welfare of pupils as directed by the teaching staff
- Applying considerable knowledge and understanding of the curriculum, age range, or SEN as determined by the SEN Code of Practice or the particular needs of the school pupils.

## Support for the School

- Participating in meetings to review pupil progress and reporting to the meeting as required, on involvement with pupils
- Liaising with educational and health specialists, and outside agencies as required.
- 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.
- 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
- Liaising with parents and other parties as required

## **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
- 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 Academy Trust

## **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's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment
- 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
- Recognising equal opportunities issues as they arise in the school and responding effectively, following school's policies and procedures
- Building and maintaining successful relationships with pupils, parents/carers and staff.

**The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.**

**The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by Barnwell Academy.**

**The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Barnwell Academy's records and information.**

**The post holder must carry out their duties with full regard to Barnwell Academy's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other policies.**

**The postholder must comply with Barnwell Academy's Health and Safety rules and regulations and with Health and Safety legislation.**