



Job Description

JOB TITLE	Teaching Assistant
GRADE	SCP 7 – 11
RESPONSIBLE TO	Headteacher
MAIN PURPOSE OF THE JOB	To assist the team of staff in delivering the curriculum in a safe and purposeful learning environment.
HOURS & CONDITIONS OF SERVICE:	37 hours per week, term time + 5 inset days (39 weeks)

Main Duties:

Support the pupil by:

- Undertaking the activities with either individuals or groups of children to ensure their safety and facilitate their physical, emotional and educational development.
- Carrying out pre-determined educational activities and work programmes whilst promoting independent learning.
- Working to establish a supportive relationship with the children and parents concerned.
- Encouraging acceptance and inclusion of the child with special needs.
- Promoting and reinforcing the child's self-esteem.
- Accurately recording learning and identifying next steps to inform planning.

Support the Team by:

- Monitoring individual children's needs and reporting upon these as appropriate.
- Keep such records of the children's development as are required by the Academy.
- Assisting teaching staff in the planning of work programmes for individuals and groups of children.
- Support the delivery of local and national teaching strategies.
- Supporting teaching staff in the carrying out of home visits.
- Assisting the teaching staff in the smooth transition between educational phases.
- Observing and promoting pupil performance and development
- Prepare and maintain an appropriate learning environment for all pupils

Support the Academy by:

- Being aware of the Academy's policies and procedures
- Being aware of confidential issues to home/pupil/teacher/school work and to keep confidence as appropriate.

Any special conditions of service:

- There is a requirement to undergo an enhanced DBS check
- Term time working
- There may be a need occasionally to work outside of normal academy hours and/or off premises following appropriate consultation and notice. To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation. This job description may be subject to change, following consultation between the post holder and the Academy.

May 2018