WISE ACADEMIES

Job Description

JOB TITLE	Teaching Assistant
GRADE	SCP 5-6
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 only (39 weeks)

Main Duties

- To provide a high standard of physical, emotional, social and intellectual care for children
- Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school
- Contribute to raising standards of achievement for all pupils.
- To give support to other staff in all key stages
- To implement the daily routine
- Plan and implement an age-appropriate programme of activities, in conjunction with other staff
- Washing and changing children as required
- Regularly evaluate children's development and keep records as appropriate
- Work with parents of children with special needs to give full integration in the nursery/reception
- Liaise with and support parents and other family members
- Uphold the WISE Academies philosophy and all safeguarding requirements, including ensuring that children are supervised at all times.
- To ensure the provision of a high quality environment to meet the needs of individual children at each stage of development

<u>Support for the Teacher</u>

- 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 completion of learning journals
- Assisting in the assessment of individual pupils
- Liaising with the SENCO and teaching staff, to identify the needs of the pupil

- Assisting in the preparation and review of I.E.Ps including co-ordinating relevant information for I.E.P.s
- 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 academy 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 to inform future planning
- Assisting in the review of the statement
- 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 in the preparation of work and other activities for pupils in accordance with objectives set by teaching staff
- to ensure that school resources are well cared for and appropriately stored

<u>Support for the Pupil</u>

- 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 education 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 academy 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 pupils
- Provide safe, stimulating play to meet the social, linguistic, creative, physical, imaginative, emotional and needs of each child

<u>Support for the Academy</u>

- 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
- Supporting the Senior Management Team in deployment and/or mentoring of TA trainee Level and TA Levels 1 and 2
- Assisting the academy in promoting, developing and enhancing its strategies and objectives
- Contributing to the academy's self evaluation processes.

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 academy'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
- Working within the academy's policies and procedures and being aware of legislation relevant to personal role and responsibility in the academy
- Recognising equal opportunities issues as they arise and responding effectively, following the academy's policies and procedures
- Building and maintaining successful relationships with pupils, parents/carers and staff
- Assist in planning the curriculum
- to inform the Designated person (Child Protection) of any concerns

Other

- To safeguard and actively promote the welfare of children
- Occasionally provide cover supervision in the absence of the class teacher
- Building and maintaining successful relationships with pupils, parents/carers and staff
- To carry out duties in accordance with full regard to the academies policies and procedures
- Participating in schemes of assessment, 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 academy, outside agencies and other relevant bodies
- Being an effective role model for the standards of behaviour expected of pupils
- The post-holder is required to respect the confidentiality of matters relating to learners and other members of staff. The post holder must be aware of and comply with the requirements of the Data Protection Act and Freedom of Information Act
- The post holder must comply with the Academy's Health and Safety policies and procedures
- The post holder is required to undertake any training or CPD necessary or appropriate for the effective discharge of their responsibilities
- The post-holder will comply with the Academy's policies on equality in all areas of activity
- To undertake such other reasonable duties as may be reasonably required within the Academy

This job description may be subject to change according to the needs of the academy