Job Description

JOB TITLE	Teaching Assistant
GRADE	SCP 3 - 4
RESPONSIBLE TO	Headteacher
MAIN PURPOSE OF THE JOB	To include 1:1 support to a pupil, preparing resources, 1: 1 curriculum delivery, working on areas of Passport to learning.
HOURS & CONDITIONS OF SERVICE:	25 hours per week, term time only plus 5 INSET days

Main Duties

- To provide a high standard of physical, emotional, social and intellectual care for the named pupil
- Support the classroom teacher to facilitate the active participation of the pupil in the academic and social activities of the school
- Contribute to raising standards of achievement for the pupil
- Contributing to the assessment of the pupils' progress and evaluate the pupil's development and keep records as directed by the teacher
- 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
- Assisting in the provision of a high quality environment to meet the needs of the child at each stage of development

Support for the Teacher

- Raising awareness to teaching staff of the strengths and problems of the child
- Support as required with small group activities, which may/may not include the named child, as appropriate
- Assisting teaching staff in the monitoring, recording and evaluation of the child's progress, including providing feedback on observations undertaken
- Assisting in the completion of learning journals
- Assisting in the assessment of the named pupil
- Liaising with the SENCO and teaching staff, to identify the needs of the pupil
- Setting up and using equipment as required to maintain the pupil's needs and support their participation in learning tasks and activities
- Raising the awareness of academy staff to pressures on the pupil which may result in behavioural problems
- Contributing to compiling and maintaining pupil 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 the child and to assist in the preparation of learning materials for this purpose
- Managing the planning and programming of specific educational activities for the pupil
- Assisting in the preparation of work and other activities for the pupil in accordance with objectives set by teaching staff

Support for the Pupil

- Using specialist knowledge to support the pupil
- Support the child during small group activities to ensure the pupil and other pupils in the group make appropriate progress during the task
- Assisting in the provision of activities for the fullest development of the pupil which may involve work outside the academy and in the local community
- Under the direction of teaching staff or senior colleagues, working independently with the pupil
- Undertaking duties in connection with personal hygiene and welfare of the pupil 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 pupil
- Provide safe, stimulating play to meet the social, linguistic, creative, physical, imaginative, and emotional and needs of the child

Support for the Academy

- Participating in meetings to review pupil progress and reporting to the meeting as required, on involvement with the named child
- Liaising with educational and health specialists, and outside agencies as required
- 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
- 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
- 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