

## JOB DESCRIPTION

<b>Job Title:</b>	Teaching Assistant (Permanent)
<b>Grade:</b>	Grade 3 (point 7.0 - 11.0)
<b>Hours :</b>	27.5 Hours per Week – (39 Weeks)
<b>Job Location:</b>	Hill View Infant Academy
<b>Responsible to:</b>	Head Teacher/The Board of Directors

### Purpose of Job:

- To support and assist teachers to deliver a broad, balanced, challenging, stimulating, meaningful and adapted curriculum for all learners as part of a professional team, undertaking a range of learning activities under the direction and supervision of qualified teachers and/or senior colleagues, in line with the school's policies and procedures.
- To provide support for children, the teacher and the school in order to raise standards of achievement for all children (e.g. SEN, EAL, GD, all vulnerable groups) whilst encouraging children to become independent learners, providing support for their welfare, and to support the inclusion of children in all aspects of school life.
- To take an active role in the curriculum learning team.

### Principal Responsibilities

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

### Main Duties

#### Support for the Teacher

- To maintain and develop your professional knowledge and expertise, keeping up to date with national developments, teaching practice and methodology to support children in achieving high standards
- Support the classroom teacher to facilitate the active participation of all children with a range of needs, in the academic and social activities of the school
- To provide support across the whole school including EYFS and Key Stage 1.
- Contribute to raising standards of achievement for all children with a range of needs, using professional knowledge and skills to support learning

- To provide a high standard of physical, emotional, social and intellectual care for all children
- Under the direction of the classroom teacher, plan and implement a range of age-appropriate activities to support children's learning
- Assisting with creating, setting up and using resources as required to support children's participation in learning tasks and activities
- Use ICT effectively to support learning activities and develop children's competence and independence in its use
- Assist the classroom teacher with the evaluation of children's development including monitoring, recording and evaluation of children's progress, providing feedback on observations undertaken and keeping accurate records as appropriate
- Work within an established behaviour policy so effective learning can take place and good relationships can be formed within the school community
- Providing support to the classroom teacher in developing effective approaches to manage behaviour and discipline problems
- To contribute to whole school planning activities
- To work within a team to contribute to the co-ordination and effective use of all practitioners.
- Supporting the role of parents in children's learning and contribute to meetings with parents to provide constructive feedback on progress/achievement etc.

### **Support for the Pupil**

- Using specialist knowledge of EYFS and KS1 to support pupils.
- Working with pupils on individual targets set by a member of the teaching staff.
- Assisting in the provision of activities for the fullest development of pupils.
- Under the direction of the classroom teacher or senior colleagues, working independently with individual children or groups of children when required to provide interventions
- 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, EYFS, KS1 or SEN as determined by the SEN Code of Practice or the particular needs of the school pupils.

### **Support for the School**

- Assisting the school in promoting, developing and enhancing school values and ethos.
- Contributing to the whole School's Self Evaluation process where necessary
- Support the school to run clubs during and after school to promote personal development and well being

## **General Requirements**

- Attending and participating in training and development activities as required.
- Participating in schemes of assessment, professional development and reviews
- 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

## **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.
- Working within the school'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 the schools and responding effectively, following school's policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.

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

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

The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.

The postholder must comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.

Mrs T Crompton  
November 2024