

JOB DESCRIPTION

Job Title: Teaching Assistant

Grade: 3 - SCP 5-6

Hours/Week: 37 hours per week, term time only

Job Location: Valley Road Academy

Responsible to: Head Teacher

Purpose of Job:

- To support and assist teachers as part of a professional team contributing to raising standards of pupils' achievement. To undertake a range of learning activities under the professional direction and supervision of qualified teachers and/or senior colleagues, in line with the school's policies and procedures.

Principal Responsibilities

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

Main Duties

Support for Pupils

- Assisting individual pupils or small groups of pupils in classroom activities under the specific direction of the teacher and/or other support staff.
- Assisting in ensuring that the length of time spent on tasks and activities is consistent with the individual pupil's needs and according to instructions.
- Supervising the use of equipment as required to maintain pupils' needs, and support their participation in learning tasks and activities.
- Understanding and implementing targets appropriate to pupils' needs
- Undertaking duties in connection with personal hygiene and welfare of pupils, as directed by the teaching staff.
- 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

Support for the Teacher

- Contributing to the assessment of pupils' progress and development as directed by the teacher through observations, basic record-keeping and discussion with the

teacher (for example contributing evidence to the planning and production of Personalised Plans).

- Assisting in the preparation of learning materials and the management of resources.
- Overseeing the care and cleanliness of the teaching environment, equipment, apparatus and materials.
- Assisting in the preparation of display materials
- Supporting teaching staff or senior colleagues with routine administration.

Support for the School

- 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 across school breaks.
- 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.
- Contributing to the whole School's Self Evaluation and improvement process.

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.
- Attending meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies.
- 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 Local Academy Council and IRIS Learning 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
- 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 schools 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 schools 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 postholder 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 Trust Policies.

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

