AIM HIGH ACADEMY TRUST
JOB DESCRIPTION –TEACHING ASSISTANT (TA)

Post title Teaching Assistant (TA)

Line manager/s: The Headteacher, members of the senior leadership team (SLT) and the governing body

Main purpose of the job:

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

Duties and responsibilities

All Teaching Assistants are required to carry out the duties of a TA as set out in the current School Pay and Conditions Document. Teaching Assistants should also have due regard to the Aim High Teaching Assistant Standards (2018). Performance will be assessed against the standards as part of the appraisal process as relevant to their role in the school.

TA Specific Role Profile Descriptors (From Workforce Transformation Exercise 2018)

- Purpose - To assist in the planning and delivery of specified programmes and activities that develops pupils and pupil groups.
- Planning – Assist in the planning and preparation of a specific programme/activity. Assist in the planning and delivery of individual activities and/or programmes.
- Delivery – Assisting with the delivery of a defined programme/activity within the required timescale.
- Coordination - Co-ordinate the use of resources along with others engaged in delivering the programme/activity.
- Records and Report – Carry out routine record keeping. Provide reports as and when required.
- Advice and Guidance – Signpost pupils to the relevant person or service that can offer assistance.
- Assessment – Monitor and assess the effectiveness of the programme/activity. Ensure preparation of venue and assess and manage risks.
- Nature of Contacts – Working directly with teaching staff, pupils and their families or carers in areas which are closely defined by policy and procedure. Some pupils may include vulnerable children and adults. Internal and external colleagues sharing and co-ordinate resources.
- Working Environment Context – Within school or educational establishment premises or the community – this may involve working outside and/or in inclement weather. May involve undertaking personal care tasks. Maybe required to assist with the escorting of children to their home.
- Procedural Context – Duties are carried out in accordance with instructions and procedures. May tailor service(s) to meet pupil requirements.
- Skills, Knowledge and Qualifications – A vocational qualification and/or equivalent working experience relevant to the work area. Ability to communicate with a range of pupils, some of whom may have communication difficulties.
- Equipment Operated and Essential Skills - IT skills to maintain electronic records and data. Ability to use equipment relevant to the work area (i.e., office, sports, workshop, outdoor).

Supporting Teaching

- 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.
- Liaising with the SENCO and teaching staff, to identify the needs of the pupils.
- Assisting in the preparation and review of EHCPs including co-ordinating relevant information for EHCPs.
- 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 staff to pressures on pupils which may result in behavioural problems.

Supporting Children

- Using specialist knowledge to support pupils.
- Supporting all pupils included in a mainstream setting, support base, home base, special school, or any other learning environment as appropriate.
- 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.

Supporting School

- 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 developing new/trainee TA staff.
- Contributing to the Academy's Self Evaluation process.

General Requirements

- Attending and participating in training and development activities as required (e.g. weekly staff meetings and briefings); first aid training as and when required; continual professional development.
- 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.
- 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 academy 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 academy and responding effectively, following academy policies and procedures.

- Building and maintaining successful relationships with pupils, parents/carers and staff.

Other

- The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, and those they come into contact with.
- 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 Academy records and information.
- The post holder must carry out their duties with full regard to the Trust's Single Equality Scheme, Code of Conduct, Safeguarding/Child Protection Policy and all other Trust Policies.
- The postholder must comply with the Academy's health and safety rules and regulations and with Health and Safety legislation.

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

The post holder must carry out their duties with full regard to the Trust's Single Equality Scheme, Code of Conduct, Safeguarding/Child Protection Policy and all other policies adopted by the Academy.

The work of schools/academies changes and develops continuously which in turn requires staff to adapt and adjust. The duties and responsibilities above should not therefore be regarded as immutable but may change in line with national prescription on teachers' terms and conditions of employment and/or any relevant school improvement priorities set from time to time. Any major changes will involve discussion and consultation with you.

Whilst the main duties and responsibilities of the post are set out above, each individual task to be undertaken has not been identified. Teachers will be expected to comply with any reasonable request from their line manager to undertake work related to teaching and learning that is not specified within this job description and which is commensurate with the level of the post.

Signature of post holder: **Date:** ___/___/___

Signature of headteacher: **Date:** ___/___/___