

**Job Title:** Teaching Assistant

**Reporting to:** Inclusion Coordinator/Classroom Teacher

**Grade:** 3

### Overall Purpose of the Post

To work with teachers support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan.

### Main Duties and Responsibilities

- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to students responses as appropriate;
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on student progress and behaviour;
- Support the teacher in monitoring, assessing and recording student progress/activities;
- Provide feedback to students in relation to attainment and progress under the guidance of the teacher ;
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher;
- Support students in social and emotional well-being, reporting problems to the teacher as appropriate;
- Share information about students with other staff, parents/carers, internal and external agencies, as appropriate;
- Understand and support independent learning and inclusion of all students as required;
- Work with students with special educational needs;
- Work with students for whom English is not their first language;
- Assist in the development of individual plans for students such as; One Page Profiles, EHCP, Provision mapping and case studies;
- Support the work of volunteers and other Teaching Assistants in the classroom;
- Support the use of ICT in the curriculum;
- Invigilate formal and mock examinations;
- Assist in escorting and supervising students on educational visits and out of academy activities;

- Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays;
- Support students in developing and implementing their own personal and social development;
- Assist students with eating, dressing and hygiene, as required, whilst encouraging independence;
- To provide assistance to the Bridge, PLC and VMG and detentions as required;
- Attending meetings, briefings and CPD as required to secure effective team working relationships and the development of skills;
- Undertake training to assist students' meeting their medical and/or care plan agreements, and to enable the students to have full access on school trips/visits;
- Facilitate smooth transition between educational phases;

### **Additional Responsibilities**

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- To cover various Inclusion duties in the event of sickness or absence, under the direction of the Inclusion Co-ordinator, to enable a continuation of business need and statutory compliance on behalf of the student;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **Personal Contacts:**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.