



Teaching Assistant Job Description

Pay Scale/Grade:	Bucks Pay Range 1b, Scale point 8 – 10 (depending on skills/experience)
Reports to:	Senior Leadership Team (Deputy Headteacher/Head of Learning)
Responsible for:	N/A
Liaison with:	Teaching Staff, Support Staff, Headteacher, Senior Leadership Team, Pupils, Stakeholders

1. JOB OUTLINE

1 a) PURPOSE OF ROLE

- To work with teachers to support teaching and learning, for all pupils including those with SEND, 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.
- To provide specialist assistance to pupils who need particular help to overcome barriers to learning, including as those with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.

1 b) RESPONSIBILITIES

- Implement planned learning activities/teaching programmes, as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Support the teacher in monitoring, assessing and recording pupil progress/activities
- Provide feedback to pupils 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 pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
- Understand and support independent learning and inclusion of all pupils as required
- Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils with SEN
- Plan and evaluate specialist learning activities with the teacher, writing reports and records as required

- Work with pupils on therapy or care programmes, designed and supervised by a therapist/care professional
- Monitor, assess, record and report on development, progress and attainment, as agreed with the teacher, drawing any problems which cannot be resolved to the attention of the teacher
- Select and adapt appropriate resources/methods to facilitate agreed learning activities
- Be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews
- Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters.

Teaching Assistants in this role may also undertake some or all of the following:

- Work with individual pupils with special educational needs and those for whom English is not their first language
- Support the work of volunteers and other teaching assistants in the classroom
- Support the use of ICT in the curriculum
- Invigilate exams and tests
- Assist in escorting and supervising pupils on educational visits and out of school activities
- Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays
- Support pupils in developing and implementing their own personal and social development
- Monitor and manage stock and supplies for the classroom.
- Be responsible for the preparation, maintenance and control of stocks of materials and resources
- Provide short term cover supervision of classes
- Supervise individuals and groups of pupils in the playground and dining areas
- Monitor pupils' conduct and behaviour throughout the learning process and intervene to resolve complex, difficult or very challenging issues
- Work with pupils not working to normal timetable
- Establish and maintain relationships with families and carers and other adults, e.g. speech therapists
- Advise and assist pupils in the proper use and deployment of complex personal and learning aides and equipment
- Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training

1 c) EQUALITIES

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

1 d) HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

1 e) DISCLOSURE AND BARRING CHECK

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of REAch2's pre-employment checks. Please note that additional

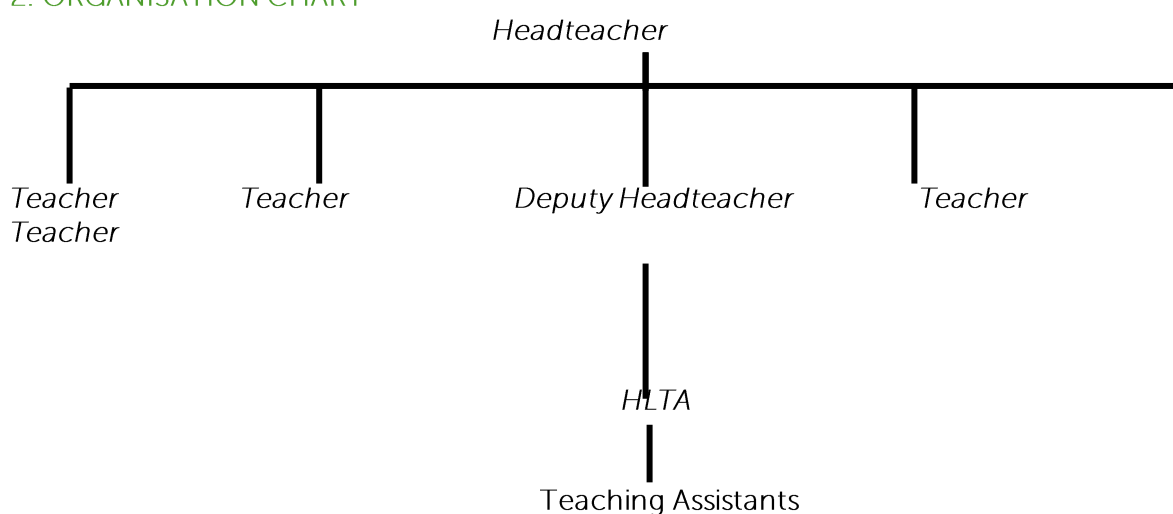
information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

1 f) ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school.

All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

2. ORGANISATION CHART



3. SUPERVISION

A Deputy Headteacher, Head of Learning or Higher Level Teaching Assistant manages the jobholder. The academy's performance management policies and practice determine the frequency of meetings.

No supervision of staff is required.

4. JOB CONTEXT

The jobholder is one of a team of teachers and assistants who support the learning of pupils. Flexibility by all staff is important in order to meet the varied needs of pupils.

5. CONTACTS

The jobholder works with teachers and pupils and is likely to have planned contact with parents or carers.

6. KNOWLEDGE

- NVQ level 2 in numeracy & literacy (or equivalent)
- Intermediate knowledge of ICT
- Basic knowledge of Health, wellbeing and safety

- Awareness of keeping children safe
- Basic knowledge of First Aid
- Awareness of Data protection and confidentiality
- Understanding of the Schools ethos and values

7. COMPETENCIES

- Communication (written and verbal)
- Problem Solving
- Team working
- Active Listening
- Motivation

8. PHYSICAL EFFORT

The job may involve lifting children after falls or accidents.

9. WORKING ENVIRONMENT

The job may include clearing up blood or other bodily fluids of children after accident or sudden illness.

10. JOB ENTITLEMENTS

- Access to training and staff development according to personal development needs and the needs of the school
- Annual Performance Appraisal and reviews

11. ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school.

All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

12. REVIEW OF DUTIES

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Signed colleague

Date

Signed Headteacher

Date