

Job Description



Job Title: **Teaching Assistant (Entry)**

Role reports to (Job Title): Senior teacher

Job Purpose:

Under the direction of the Head, teacher or Special Education Needs Co-ordinator (SENCo), work as part of a team to promote the emotional, physical and educational development of pupils.

Key Accountabilities:

Under the direction of the classroom teacher or designated supervisor:

Supporting the pupil

1. Participate in activities designed to meet the emotional, physical and learning needs of individual children and groups of children.

Supporting the teacher

2. Assist with the organisation of the learning environment.
3. Under direction of the class teacher, maintain accurate records in accordance with school policies and data protection.

Supporting the curriculum

4. Assist in the organisation and delivery of learning activities, including numeracy, literacy or ICT.

Supporting the school

5. Provide consistent and effective support for colleagues in line with the responsibilities of this role.
6. Assist with the implementation of a behaviour management programme.
7. Support the maintenance of pupil safety and security and minimise the risks from health emergencies.

Supporting the Teaching Assistant

8. Participate in regular performance reviews to ensure that any personal development needs are identified and met. Attend relevant inset training.

Other duties

9. In accordance with the provisions of the Health & Safety at Work Act 1974, to take reasonable care for the health and safety of yourself, colleagues and pupils who may be affected by your omissions at work, and to co-operate with the school so far as is necessary to enable the school to perform or comply with their duties under statutory health and safety provisions.
10. Undertake any other duties that can be accommodated within the grading level and nature of this post.
11. Maintain confidentiality in respect of information regarding private and personal information of academy staff, pupils and their families.

Knowledge and Experience:

Minimum

Good general level of education to include Maths and English GCSE grade C or above, or further relevant experience in the absence of formal qualifications.

Preferred

Classroom Assistant Stage 1 certificate (NCFE)

Decision Making:

Working under the direction of the line manager/classroom teacher, some discretion to make minor decisions

Contacts and Relationships:

Headteacher

Governors

Education professionals

Parents

Staff

Pupils

Creativity and Innovation:

Assist in the delivery of learning outcomes.

Emotional Demands:

Working with children and supporting behaviour management.

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.