****

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Role** | Educational Teaching Assistant |
| **Grade (SCP)** | 6 (18-21) |
| **Weekly hours** | 30 |
| **Non-term time arrangements** | 5 days (staff training days only) |

**Key Responsibilities:**

1. Classroom support
2. Other duties
3. General

**Duties**

|  |  |
| --- | --- |
| **Key accountabilities** | **Key tasks** |
| Classroom support | * Under the guidance of the classroom teacher and Special Education Need & Disabilities Coordinator (SENDCo), support students’ learning in line with agreed objectives * Provide one to one and group support under the guidance of the classroom teacher or SENDCo * Assist in the planning and preparation of learning activities and educational visits * Support classroom teachers in creating a positive and vibrant learning environment where students can thrive * Support students in ensuring the quality of their work adheres to high presentation standards * Set an excellent example to students of good behaviour, professionalism and respect * Consistently uphold the school’s behaviour policy * Build and maintain positive working relationships with stakeholders, including colleagues and students * Ensure progress is clearly and accurately recorded and reported * Actively encourage students to positively embrace school life and create opportunities for every student to maximise their potential * Assist in the implementation and evaluation of structured plans, statutory and otherwise, to ensure that students are appropriately supported * Attend meetings as required, including giving appropriate updates on student progress |
| Other duties | * Assist with the induction of new staff as agreed * Provide duty cover as required |
| General | * Always uphold the school’s PRIDE agenda * Adhere to strict standards of confidentiality * Ensure compliance with data protection, equal opportunities, health and safety and safeguarding regulations, policies and guidance |

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder. Additional duties may be requested from time to time which are commensurate with the post.

We are committed to safeguarding and promoting the welfare of children and young people and all post-holders are expected to share this commitment.

|  |  |
| --- | --- |
| Reports to: | SENDCo |
| Responsible for: | - |