**Job Description**

**Post:** Educational Support/Teaching Assistant

**Reporting to:** SENCO

**School type:** Batley Grammar School is a state funded Free School (Academy) and, as such, has its own terms and conditions for staff.

**Hours of work:** Full time, term time only, hours as detailed in contract.

**Role:** To support a designated pupil(s)/student(s) in managing the daily routines of school life and to work in lessons with the pupil/student.

The Educational Support Assistant (ESA) will work under the supervision of the SENCO and the direction of each classroom teacher regarding all matters relating to the learning support of a designated pupil(s)/students(s). The ESA is responsible to the SENCO and through them and the Assistant Head (Student Welfare, Safeguarding and Specialist Provision) to the Head of School.

This job description should be read in conjunction with the Performance Management checklist of competencies for this post, the staff handbook and the employee handbook.

**Key Duties and Responsibilities**

* To make sure that the pupil understands an activity set by the teacher;
* To work in the classroom and practical lessons and helping the pupil to access different tasks, at the same time allowing the pupil to be as independent as possible;
* To re-explain or reinforce an activity set by the teacher;
* To prompt the pupil to ensure that she stays on task;
* To act with patience and calmness whilst being fair and consistent;
* To reassure the pupil;
* To help the pupil integrates during group activities and during unstructured time;
* To be available to support the pupil during part of lunchtime;
* To ensure that the pupil behaves in an appropriate way both in the classroom and around school;
* To allow the pupil to become independent as she develops confidence and maturity;
* To be confident in dealing with secondary phase students and to set clear boundaries for behaviour;
* To report any concerns about the safety or welfare of a pupil/student to the class teacher and the SENCO immediately;
* To be available for the pupil during lunch and break time, as appropriate;
* To attend and make a contribution to meetings regarding the pupil.

**Generic Duties and Responsibilities for all Batley Grammar School Staff**

**Data Protection**

* Being aware of the school’s responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held and ensure that all administrative and financial processes comply with this by maintaining records in accordance with the Act’s guidance.

**Child Protection**

* Work in accordance with the school policies and guidance on Child Protection, undertaking Child Protection training every three years and reporting any concerns to the Designated Person.

**Confidentiality**

* Treating all information acquired through your employment, both formally and informally, in strict confidence.

**Equal Opportunities**

* Understanding, complying and enforcing equal opportunity within the work place. Undertaking any appropriate training and challenging racism, prejudice and discrimination or any unacceptable behaviour.

**Health and Safety**

* Being responsible for your own Health & Safety, as well as that of colleagues, students, parents and visitors. Employees should follow the School’s Health & Safety Policy and Procedures, co-operate with management, follow established schemes of work, use personal protective equipment where necessary, attend Health and Safety training, as required, and report defects and hazards to management.

**Professional Standards**

* Maintaining appearance and dress appropriate to the job for which staff have been employed;
* All staff should arrive on time to commence their duties as described by their contracts;
* All staff are expected to attend on the days covered by their specific contract;
* All staff are reminded that in their behaviour and conduct they are required to be positive role models for young, developing and impressionable minds;
* All staff are expected to treat each other, parents, students and member of the public with respect;
* Promote the school in the wider community.

**Contributing as an effective and collaborative member of the School team**

* Participating in training, as appropriate, to be able to demonstrate competence;
* Participating in First Aid training if required;
* Participating, as appropriate, in the ongoing development, implementation and monitoring of the School and departmental development plans;
* Upholding the professional integrity of the School;
* Use the Performance Management process to enhance your own practice in line with the school’s aspirations and priorities;
* Supporting Teaching and Learning focus and the electronic management of processes, as appropriate;
* Actively sharing feedback on School policies and interventions, as appropriate;
* Undertaking any other reasonable request, within the capabilities of the post holder, as requested by the Head.

Updated May 2018