



JOB DESCRIPTION

The Manor Drive Academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

JOB TITLE: TEACHING ASSISTANT

RESPONSIBLE TO: HIGHER LEVEL TEACHING ASSISTANT

LINE MANAGEMENT RESPONSIBILITY: N/A

BUDGET: NONE

OVERALL RESPONSIBILITY:

Working under the direction of the Class Teacher to enable access to learning for all pupils, and to assist the teacher in the supervision of pupils and the classroom.

SECTION 1 - DUTIES:

Supporting the Pupil

1. Under the guidance of the Class Teacher undertake work/care/support programmes to enable access to learning for pupils.
2. Take responsibility for delivering learning activities with individuals or small groups who would benefit from a different learning approach as agreed.
3. Encourage and promote the inclusion and acceptance of all pupils.
4. Provide feedback to pupils in relation to progress and achievement under guidance of the Teacher.
5. Being involved in providing personal care (to include toileting and feeding if necessary) for physically disabled students.
6. Being involved in the day-to-day management of our SEN students and responding to their needs.
7. Becoming familiar and being involved in training of assistive technology.
Being willing to be involved in training that will focus on various SEN needs, to endeavour to meet need.

Supporting the Teacher

1. Organise the learning environment and develop classroom resources as required.
2. Provide regular feedback to teachers on pupils achievement, progress, problems, etc whilst under your support and on the effectiveness of differentiated tasks
3. Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.
4. Undertake support activities for the teacher as required.

Supporting the Curriculum

1. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
2. Provide targeted support to enhance learning and improve attainment.

Supporting the Academy

1. Be aware of, and comply with, policies and procedures, eg child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Develop and maintain effective relationships with other staff, parents and carers.
3. Attend relevant meetings as required.

Any other tasks, duties or services that may be reasonably requested.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academies in relation to the post holder's professional responsibilities and duties.

Elements of this Job Description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.