**Job Description**

Job Title: **Teaching Assistant**

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.