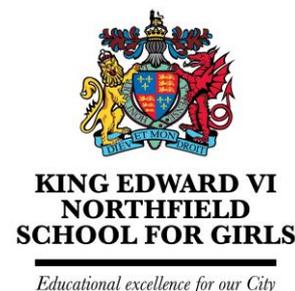


King Edward VI Northfield School for Girls: Job Description

Teaching Assistant Level 3

Grade: GR3



Purpose

To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

The Teaching Assistant will:

1. Work with class teachers to raise the learning and attainment of pupils.
2. Promote pupils' independence, self-esteem and social inclusion.
3. Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement
4. Work specifically with a pupil who has cognitive and physical needs
5. Deal with the personal care needs of pupils where appropriate in line with the guidance of the local authority.

Key Responsibilities

1. Support the activities of individuals or groups.
2. Establish and maintain relationships with individual pupils and groups.
3. Contribute to Individual Education Plans and SEND Passports as appropriate.
4. Support pupils during learning activities either 1-1, small group or inside a classroom.
5. Promote pupils' social and emotional development.
6. Contribute to the health and well-being of pupils.
7. Provide support for bilingual/ multilingual pupils (where appropriate to the focus of the role).
8. Support children with specific needs (where appropriate to the focus of the role), for example, sensory and/ or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties.
9. Support pupils with literacy and numeracy skills delivering appropriate programmes as necessary e.g. phonics, Thinking Reading etc.
10. Support pupils to access the curriculum.
11. Support the development and effectiveness of team work within the school environment.
12. Develop and maintain working relationships with other professionals.

13. Liaise with parents as appropriate.
14. Review and develop own professional practice.
15. Work as required across the curriculum and in all Key Stages within the school in accordance with the job.

Health and safety

1. Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy.
2. Provide personal care if required for pupils with specific physical and medical needs.

General

1. Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
2. To ensure their tasks are carried out with due regard to Health and Safety
3. To participate in appropriate professional development including adhering to the principle of performance management.
4. To adhere and promote to the agreed vision and ethos of the school
5. To set an example of personal integrity and professionalism
6. Attendance at appropriate staff meetings and parents' evenings
7. Any other duties as commensurate within the grade in order to ensure the smooth running of the school

Line Managed by the SENDCO/Assistant SENDCO

Teaching Assistant signature:

Date:

Headteacher signature:

Date: