



FAIRFAX

MULTI-ACADEMY TRUST



Teaching Assistant

JOB DESCRIPTION

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Teaching Assistant

POST HOLDER

RESPONSIBLE TO | SENDCO

LINE MANAGEMENT OF | N/A

WORKING HOURS | 32.5 hours per week Monday – Friday (No TOIL)

WORKING PATTERN

HOLIDAY ENTITLEMENT | Term time only

JOB PURPOSE

You will work under the instruction/guidance of teaching/senior staff to undertake work programmes, develop materials and support the learning of our students, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THE POST

SUPPORT FOR PUPILS

- Develop a positive and supportive relationship with pupils
- Be aware of the differing needs of pupils
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

SUPPORT FOR THE TEACHER

- Have a sound knowledge and/or experience of the National Curriculum

- Use strategies, in liaison with the teacher, to support pupils to achieve their end of year age related expectations
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Establish constructive relationships with parents / carers
- Support groups within the class

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses
- Undertake programmes of intervention, recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
- Assist in the display and presentation of learning cues and pupils work inside and outside of the classroom environment as required

SUPPORT FOR THE SCHOOL

- Assist with the supervision of pupils out of lesson times, including break and at lunch time as required
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Be a role model for pupils and colleagues in terms of behaviour and attitude
- Be punctual and professional at all times
- Maintain confidentiality

GENERAL

- Promote and safeguard the welfare of students you come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- To comply at all times with requirements of Health & Safety at Work Act 1974 and school's Health & Safety policy statement.
- Participate in training and other learning activities and performance development as required.

I have read and accept this job description

Signature: _____

Print Name: _____

Date: _____

Review and amendment

This job description allocates core initial duties and responsibilities and will be reviewed periodically and when appropriate. It is therefore not necessarily a comprehensive definition and may be subject to change or modification at any time after consultation.

ENRICHING **LIVES;** TRANSFORMING **FUTURES**

EXCELLENCE.
DEDICATION.
AMBITION.
INTEGRITY.
TRADITION.

