



Teaching Assistant Job Description

Job title: Teaching Assistant

Salary: S5 point 1, Pro-rata starting salary £17,906 (FTE £24,977 - £26,886)

Hours: Monday – Friday, 30 hours per week, 08:50 – 15:20 with 30 minute lunch break / 39 weeks per year, term time only

Job Purpose: To support teachers in ensuring access to the curriculum for a particular student/students with learning and additional needs.

Accountable to: The Headteacher

Main duties: Supports teaching staff in their responsibility for the development and education of pupils with special needs.

Under the direction of the teacher:

- Delivers specified work to individuals, groups and whole classes as determined by the Headteacher
- Implements procedures for the monitoring, assessment, recording and evaluating of pupils progress, including targets
- Able to develop specific knowledge and expertise to work with groups of pupils to deliver aspects of the curriculum
- Provides specialist welfare support for pupils with sensory and/or physical impairment
- Develops the specialist knowledge required to provide appropriate personal care of therapy
- Works as part of a team to ensure that the well-being, social and personal development of pupils enhances learning opportunities and life skills
- Organises and maintains the learning environment and takes responsibility for specific aspects of class organisation and administration
- To have knowledge of the planning and contribute to the evaluation of activities where required
- Able to prepare resources for teaching and learning activities
- Able to think through and implement strategies to enhance pupil learning
- Able to plan and organise own work schedule
- Able to undertake administrative procedures
- Maintains confidentiality in and outside the workplace
- Understands and assists in interpretation of school policies
- Under the guidance of a teacher to plan learning activities to suit pupil ability
- To cover a class in short-term absence of the teacher when required and as appropriate

Support for the pupils:

- Able to provide personal care or develop the knowledge and expertise to deliver appropriate therapy
- To assist in meeting the pupils needs for encouragement, reassurance and well-being
- To attend to the pupils personal requirements and physical care on a daily basis and encourage self-help at all times
- Maybe required to respond to pupils' needs in routine, pre-agreed tasks (including routine medical needs)

- Maybe required to carry out personal care routines as appropriate
- To participate in the supervision of pupils during break and lunch time as appropriate, providing activities and managing behaviour
- To administer First Aid/MAPA and keep up-to-date with training, as agreed with the Headteacher

Support for the curriculum:

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies
- Support the use of IT in learning activities and develop pupils competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the learning goal/relevant learning activity and assist pupils in their use
- Develops areas of expertise to implement within the curriculum, by leading small group learning activities and disseminate knowledge of skills to these supporting pupils on a 1:1 basis

Support for the school:

- Be aware of and comply with policies and procedures relating to child protection/safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference; ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate, respect and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at break times
- 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
- Take an active part within the staff team
- Closely adhere to attendance and absence policy

Professional meetings and training:

- There is the expectation that all teaching assistants will be actively involved in professional development. This may include attendance at regular meetings within the organisation, half termly attendance at whole staff meetings (for which there will be pay) and INSETs
- All support staff will be subject to an annual appraisal of their work and new targets will be set that support professional development and the school's development plan.

Safeguarding Statement:

Woodfield School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.