

Role Description

Teaching Assistant



Pay Range:	C
Responsible for:	
Responsible to:	Director of Inclusion/Lead Teaching Assistant

Main Purpose of Post

- To work closely with the class teacher to provide high quality support for children, including those with special educational needs.

Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

Key Areas of Responsibility:

A: Securing Policies and Compliance

- To apply academy and Trust wide policy and procedures.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated work place policies.
- To ensure compliance through quality assurance and evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

B: Leading People and Managing Performance

Not applicable.

C: Engagement with Stakeholders

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To provide reports and updates to Leaders in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents and other key stakeholders ensuring follow up is timely, effective and appropriate.
- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

Teaching Assistant

D: Leading Trust/Academy Business Functions

- To establish good relationships with students, acting as a role model and responding appropriately to individual needs.
- To use specialist (curricular/learning) skills/training/experience to support students.
- To work with the teacher to establish an appropriate learning environment.
- To prepare the classroom as directed for lessons, and clear afterwards, and assist with the display of students' work.
- To attend to the student's personal needs and implement related personal programmes including social, health, physical, hygiene, first aid and welfare matters.
- To support the movement of students with disabilities around the Academy site.
- To participate in the handling of students with disabilities.
- To support students consistently whilst recognising and responding to their individual needs.
- To participate in the delivery of specific interventions to small groups of targeted students.
- To supervise and support students, ensuring their safety and access to learning.
- To assist in providing appropriate pastoral care, support and guidance in the Inclusion Centres. This includes attendance, attitude to learning, behaviour, progress and performance.
- To be aware of student problems/progress/achievements and report to the teacher as agreed.
- To support the teacher in managing student behaviour, reporting difficulties as appropriate.
- To gather/report information from and to Parents/Carers as directed.
- To assist with exam invigilation and student assessment where required.
- To undertake student record keeping as requested.
- To prepare and maintain equipment/resources as directed by the teacher and assist students in their use.
- To attend relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- To accompany teaching staff and students on visits, trips and out of the Academy activities as required.

Other Considerations

- To undertake any other duties and reasonable requests that are in keeping with the nature of this post.