

# Job Description Whitley Academy



**Job Title: Teaching Assistant**

**Grade: Scale 3**

**Line Manager: SENCO**

**Location: Whitley Academy**

## **Job Purpose:**

To work collaboratively with the classroom teacher with their responsibility for the development and education of children, including those with special, physical, emotional and educational needs, by utilising detailed knowledge and specialist skills to support the progress of students.

## **Duties and Responsibilities**

Under the Educational/3 Step Plan agreed with the teacher or designed supervisor:

- To deliver specific programmes of work to identified groups of students.
- To attend all SEN and relevant Department meetings.
- To be fully involved in all stages of the planning cycle to ensure full and effective evaluation of children's curriculum experiences, i.e. planning for children's curriculum experiences, organising and managing learning experiences, intervene in/direct experiences, assess quality of experiences and recording achievement.
- Use specialist skills to undertake those activities necessary to meet the academic and emotional needs of students'.
- Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including pupils with educational, physical and emotional special needs.
- To monitor individual students' and to report progress, achievements, problems and concerns to the SENCO.
- To work collaboratively with the classroom teacher in the planning of work programmes for individuals and groups.
- To carry out appropriate activities as planned within the classroom or with groups of students' including administration of baseline tests.
- To prepare resources for lessons and activities.
- Assistance with physical manipulation of objects and equipment.
- General supervision, mentoring and discipline of children and students, within the procedures of the school.
- To assist the teacher in liaising with parents and professionals such as speech therapists.
- To assist at an appropriate level with the provision of general care and welfare of children including:
  - i) Assisting with children's injuries and where qualified, administering basic first aid;
  - ii) To assist with the identification and monitoring of children's general health and welfare.
- Supporting students to be independent learners.
- Providing support for the development of their Literacy and Numeracy.
- Assisting with the supervision of students within the school.
- Assisting the student to access the normal routines of the classroom.
- Preparation or modification of the work for the child under the direction of the class teacher, and supporting the child in carrying out this work.

- Assisting in the implementation of programmes designed by other professionals such as educational psychologists, and speech and language therapists.
- To contribute to meetings to discuss individual student progress.
- Assist with the provision of general care and welfare to pupils and to be mindful of the need to maintain a safe environment at all times.
- Adhering to and maintaining school routine and codes of conduct.
- Supporting the ethos of the school.
- To assist with the support of group activities within and away from the classroom i.e. educational visits.
- To ensure that students are able to safely use equipment and materials provided and be aware of the range of resources available.
- Reinforce students' self-esteem through praise and encouragement.
- Assisting with the promotion of independence activities and mobility skills.
- To maintain personal and professional development to meet the changing demands of the jobs, participate in appropriate training activities and encourage and support staff in their development and training.
- Contributing to the planning of work to meet the needs of the National Curriculum and individual needs of pupils and students.
- Carrying out assessment on pupils and recording information.
- Providing ideas, materials and learning strategies for lessons within the school situation.
- Organisation and delivery of a skills programme or practical work with groups or individual students as necessary.
- Collaborate with the teacher with the overall delivery of lessons and communication with pupils with individual or groups of pupils, specifically at subject level.
- Contributing to the formulation of Student Passports including attendance at SEN reviews, SEN Parent-Carer meetings and other meetings relevant to the service/pupil needs.
- Any other duties and responsibilities within the range of the salary grade.

## **Education**

Essential: Level 2 Maths and English Qualification

Desirable: Degree/NVQ3 desirable Teaching Assistant/Child Care qualifications.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Whitley Academy's Equal Opportunities Policy and are committed to safeguarding and promoting the welfare of children. This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS).

All duties and responsibilities must be carried out with due regard to the Academy's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Academy's Equal Opportunities Policy.

Duties which include the processing of any personal data must be undertaken within the GDPR guidelines.

**Date Reviewed:** November 2018