



Sheffield Park Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Description for Teaching Assistant

Job Title: Teaching Assistant

Reporting to: SENDCO

Role Purpose: To assist students and teachers with their daily tasks to ensure work is maintained to a high standard.

Role Tasks:

- Use detailed knowledge and specialist skills to support pupils' learning and behaviour.
- Promote good student behaviour, dealing with incidents in line with established policy and support teachers and SPA staff in managing student behaviour, reporting difficulties as appropriate.
- Be aware of student problems/progress/achievements and report to their teachers as agreed.
- Maintenance of student records under the direction of the class teacher / Pastoral Manager/ SENCO.
- Provide support for students, including those with special educational/health needs, ensuring their safety and access to learning. Promote self-esteem and encourage students to act independently as appropriate.
- Promote the inclusion and acceptance of all students.
- Establish good relationships with students, acting as a role model and being aware of and responding to individual needs.
- Assist the teacher to supervise and support students ensuring their safety and access to learning.
- Encourage students to interact and engage in activities set by their teachers.
- Support students to understand and follow instructions from their teachers.
- Support students in respect of local and national learning strategies e.g. literacy, numeracy, KS3, foundation stage etc. as directed by their teachers.
- Use of ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- To support students with medical and personal care subject to appropriate training.
- 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.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings as required and participate in training and other learning activities and performance development as required.
- Assist with the supervision of students during lesson times, including before and after school and at lunchtimes where appropriate.
- Accompany teaching staff and students on trips/ visits and other school activities as required during normal Academy working days in term time.



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- To complete any other tasks commensurate with the role and responsibility.

General:

- To develop excellent working relationships with colleagues internally, centrally and externally.
- To be an effective and flexible member of the Support Services Team, contributing to the successful adherence to Safeguarding Policy.
- To uphold the Academy policies and procedures at all times.
- To ensure any documentation produced is to a high standard and is in line with the in-house style.
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in the Academy's Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To promote the area of responsibility within the Academy and beyond.
- To represent the Academy at events as appropriate.
- To support and promote the Academy ethos.
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.