



JOB DESCRIPTION

Post Title: Teaching Assistant

Disc Level: Enhanced

Managed by: Headteacher

Responsible to: SENCO (NZT), Headteacher, Governors

All employees must have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards in their own attendance and punctuality.

All employees must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

The duties outlined within this job description may be modified by the Headteacher in consultation with the post holder to reflect or anticipate changes in the job, commensurate with the salary and job title. The post-holder will be assessed against the relevant standards above.

This post is subject to the schools Performance Management Policy, Quality Assurance Policy and Health & Safety Policy along with all other school policies outlined in the School's Handbook.

General.

All employees must make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. They must act with honesty and integrity, be self-critical; forge positive professional relationships; and work with parents and teachers in the best interests of pupils.

PERSONAL AND PROFESSIONAL CONDUCT

All staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct.

Maintain high standards of ethics and behaviour, within and outside school, by:

- Treating others with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to your professional position.
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions.
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Set high expectations which inspire, motivate and challenge pupils

- establish a safe and stimulating environment for pupils, rooted in mutual respect
- demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.

Make accurate and productive use of SIMS

- know and understand how to access relevant information for the post in which you operate.

Assist in managing behaviour effectively to ensure a good and safe learning environment

- Operate within the rules and routines for behaviour in the school, and take responsibility for promoting good and courteous behaviour both in and around the school, in accordance with the school's behaviour policy
- have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.

Fulfil wider professional responsibilities

- make a positive contribution to the wider life and ethos of the school
- develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- Manage use of time effectively
- communicate effectively with parents with regard to pupils' achievements and well-being.

Support staff leaders will also:

- Contributing significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
- Having an extensive knowledge and understanding of how to use and adapt a range of strategies, including providing opportunities for all staff to achieve their potential.
- Having an extensive knowledge and well-informed understanding of the areas for which they have responsibility.
- Having up-to-date knowledge and understanding of wider impact of their work.
- Having sufficient depth of knowledge and experience to be able to give advice on the development and well-being of staff.
- Be flexible, creative and adept at solving problems within their areas of responsibility and developing the effectiveness of the team.
- Promoting collaboration and working effectively as a team member.
- Contributing to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

Responsible for:

Key Role/ Functions

To work under the instruction/ guidance of teaching/senior staff to undertake work /care/support programmes, 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.

Specific Duties and Responsibilities

1. Support for Pupils

- To promote pupils' development in a safe, secure , challenging environment
- To have regard for the safety and well being of the pupil at all times
- To meet the physical/medical needs of the pupil according to a pupil's individual care plan whilst encouraging independence wherever possible. Medical needs include the administration of medicines by mouth or other medical procedures provided appropriate training has been given by an appropriate person.
- To develop an understanding of the pupil's specific needs in order to help them learn as effectively as possible
- To participate in pupils' play and extend and stimulate language through conversation
- To focus on individual pupils to ensure their needs are being met within the group.
- To encourage inclusion within the classroom
- To display pupils' work to reflect their achievement
- To encourage good personal hygiene and assist with necessary self help skills (feeding, toileting, dressing etc.)
- To encourage pupils to interact with others and engage in activities led by the teacher
- To assist in the supervision of pupils on outings and visits

2. Support for Teachers

- To liaise with teachers regarding the daily/weekly programme of activities and events
- To work with other staff delivering Individual Education and Health Care Plans
- To set out, prepare, use, tidy and clean equipment after use. Assist in the general preparation and tidying of the classroom
- To gather information from parents/carers as requested
- To assist parents working in schools
- To be aware of pupil problems/progress/achievements and report to the teacher as agreed
- To support pupil record keeping as requested
- To provide clerical support e.g. photocopying, filing, receiving and passing money to the school secretary
- To work within established disciplinary policy to anticipate and manage behaviour constructively, promoting self control and independence

3. Support for the School

- To work alongside other professionals in assessing children's progress/needs
- To attend appropriate staff meetings as required
- To support parents working in schools
- To assist with the general supervision of pupils during breaktimes and/or when required
- To work as a member of the staff team in all relevant activities to develop the school
- To ensure knowledge of all whole school policies and implement them as relevant to their role in the life of the school, promoting the ethos of the school
- To be aware of all Health & Safety issues
- To assist with the general supervision of pupils during breaktimes and/or when required
- To treat all information relating to a pupil as strictly confidential, and refer all enquiries, other than from professional, to the Headteacher
- To support and encourage students on Childcare courses, Work Experience etc.
- To be a proactive member of the school and class team
- To attend relevant professional development to update knowledge

4. Support for the Curriculum

- To prepare and undertake specific activities and supporting pupils to understand instructions and in respect of any learning strategies
- To support pupils in using basic ICT as directed, developing pupil's competence and independence in its use
- To set out, prepare and maintain equipment, indoors and outdoors

GENERAL

The Teaching Assistant may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post

Signed by employee: _____

Print Name: _____

Signed on behalf of school: _____

Print Name: _____