Job Description for Teaching Assistant

Job Title: Teaching Assistant

Reports to: **Inclusions Lead**

Salary Range: **S3**

**PURPOSE OF THE ROLE:** To work with teachers to organise and support teaching and learning activities for classes. The primary focus is to undertake specified work with individuals and groups under the direction and supervision of a qualified teacher.

**RESPONSIBILITIES**

Key duties:

1. Implement planned learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary8 under the direction and supervision of a teacher.
2. Assess, record and report on development, progress and attainment.
3. Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
4. Monitor and record pupil responses and learning achievements, drawing any problems to the attention of the teacher.
5. Assess the needs of pupils and use knowledge and specialist skills to support pupils’ learning.
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
7. Teaching Assistants at this level may be expected to undertake at least one of the following:
8. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties.
9. Provide specialist support to pupils where English is not their first language.
10. Provide specialist support to gifted and talented pupils.
11. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).

Teaching assistants in this role may also undertake some or all of the following:

1. Contribute to reviews for individual pupils.
2. Support the role of parents / carers in pupils’ learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc.
3. Contribute to the development of policies and procedures.
4. Guide and support pupils in their personal, emotional and social development.
5. Liaise with external agencies as necessary.
6. Be responsible for pupils who are not working to the normal timetable.
7. Assist pupils with eating, dressing and personal care, as required, whilst encouraging independence.
8. Support in exams and tests.
9. Work with pupils exempt from the National Curriculum or following personalised programmes.

All Academy staff are expected to:

* + Commit to safeguarding and promoting the welfare of children. All employees have a responsibility to support and contribute to the Academy’s responsibility for safeguarding children.
  + Work towards and support the Academy’s vision and the objectives;
  + Work within the Academy’s health and safety policy to ensure a safe working environment for staff, students and visitors;
  + Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students, parents and colleagues;
  + Adhere to Academy policies and procedures as set out in the staff handbook or other documentation available to all staff.
  + Undertake other such reasonable duties as may be required from time to time;

This job description covers the key elements of the role however you may be asked to undertake additional responsibilities in line with your job description as directed by the schools leadership team.