



# King Fahad Academy

## JOB DESCRIPTION

<b>Job Title</b>	Teaching Assistant
<b>Hours</b>	37.55 hours
<b>Reporting to</b>	Class or Subject Teacher and Deputy Head

### **Main Purpose of the Job**

The role of a Teaching assistant at the King Fahad Academy is to support all aspects of the learning, development and wellbeing of pupils. In this, the Teaching assistant will work closely with the Class or Subject Teacher working under his/her guidance and in accordance with his/her plans for the lesson

### **Main Duties and Responsibilities**

#### **Support for pupils**

- Use specialist (curricular/learning) skills, training and experience to support pupils in a range of lessons
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils in recognition and response to their individual needs
- Encourage pupils to interact and work cooperatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
- Assist with the development and implementation of IEPs

#### **Support for the teacher**

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against predetermined learning objectives
- Provide objective and accurate feedback and reports as required to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of pupils' work as agreed with the teacher
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed

### **Support for the curriculum**

- Implement agreed learning activities/teaching programmes and in accordance with the plans laid out by the teacher, adjusting activities according to pupil responses/needs
- Implement school, local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

### **Support for the school**

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of pupils' in break times and out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required
- Commitment to professional development.

The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations. All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated. All successful applicants are required to undertake full vetting and barring checks, including DBS check.

### **Experience**

- Experience of working with children of relevant age

### **Qualifications/Training**

- Level 3 Qualification in Childcare
- NVQ 3 for Teaching Assistants or equivalent qualification
- Qualified to degree level
- GCSE 5-9 (A-C) in Maths and English/international equivalent experience
- Training in the relevant strategies e.g. literacy and/or in particular curriculum or specific learning area E.g. bi-lingual, sign language, dyslexia, ICT, Maths, English etc.

### **Knowledge/Skills**

- Can use ICT effectively to support learning
- Use of other equipment technology – video, photocopier
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
- Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies
- Understanding of principles of child development and learning processes
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

## **Safeguarding Requirements for All Staff**

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants are required to undertake full vetting and barring checks, including DBS check.

The Teaching Assistant will need to be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.