

# Job Description

## Whitley Academy



Job Title: **Teaching Assistant**

Grade: **Scale 3 (£16,123 - £18,070 pro rata)**

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 in specialist discipline.

### Duties and Responsibilities

#### OUTLINE RESPONSIBILITIES AND TASKS

Under the educational 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 pupils.
- 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.
- Undertake those activities necessary to foster the intellectual and social development of children.
- To monitor individual pupils 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 of children.
- To carry out appropriate activities as planned within the classroom or with groups of pupils 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 administering of medicines under the direction of the appropriate medical staff;
  - iii) To assist with the identification and monitoring of children's general health and welfare.
- Supporting children to be independent by helping them with tasks.
- Providing support for the Literacy and Numeracy Strategies.
- Assisting with the supervision of children within the school.
- Assisting the pupil 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 the specific child's 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 pupils are able to safely use equipment and materials provided and be aware of the range of resources available.
- Promote pupil independence in learning, and reinforcing the child(ren)'s 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 children.
- 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 Individual Education Plans including attendance at SEN reviews 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.

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

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

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

**Responsible for:**

**Responsible to:**

**Date Reviewed:**

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