

## Job Description

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**Job title:** Teaching Assistant  
**Reports to:** Line Manager  
**Location:** Leigh Stationers' Academy

### Job purpose

To provide practical assistance to the line manager in the Academy in catering for the personal welfare and educational needs of pupils. As far as possible to ensure a safe working environment for staff and pupils. To contribute to facilitating pupil access to the education system, assessing and supporting achievement and monitoring progress towards service objectives.

### Main duties

- To support pupil/s with learning needs. This may involve using a wide range of strategies and methods, according to difficulty, including personal care.
- To encourage positive friendship patterns for all pupils in class and particularly the supported pupil/s.
- To motivate and support the pupil/s to remain on task and complete work in a focused way.
- To take part in school activities and events as required, accompanying and supporting pupils on outings from school as necessary.
- To attend training days/meetings that support the pupil/s or address the needs of the school, in accordance with contractual arrangements as appropriate.
- To liaise with external agencies and follow their advice for safety, learning and therapy programmes, as appropriate.
- To have regular, positive contact with the parents/carers of the supported child and feedback orally to the appropriate staff.
- To contribute to the Individual Education Programme (IEP) and Annual Review of the supported pupil/s as appropriate.
- To have due regard to the Health & Safety at Work legislation in carrying out all aspects of the post.
- To work with individual pupils, and groups of pupils, with learning difficulties, both in class and in the Learning Support and Inclusion base, to enable them to access the curriculum.
- To work as part of the Learning Support and Inclusion Service, building sound relationships with relevant pupils and staff.
- To liaise with Individual Support Teachers and other school staff in the preparation of plans and materials.
- To prepare and adapt materials suitable for pupils with learning difficulties to use in class and in withdrawal lessons.
- To promote the Academy's Equal Opportunities policy in carrying out all areas of the post.
- The post holder should have the ability to form and maintain appropriate relationships and personal boundaries with children and young people, in safeguarding and promoting their welfare.

## Person Specification

- Proven reasonable standard of literacy.
- Experience of dealing with children (preferably age 11 – 16).
- A willingness to learn about difficulties children experience with learning.
- A willingness to address the full range of needs of pupils in the Academy.
- A willingness to undertake relevant training.
- Ability to demonstrate an understanding of equal opportunities.

## Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

## Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.