

# Aurora

## Job Description

Job Title:	Teaching Assistant
Reporting to:	Teacher
Location:	Aurora Cedars School

### Main Purpose

The purpose of the Teaching Assistant is to support the children with their learning and general wellbeing to ensure every child has the best opportunity to reach their full potential in a caring and safe environment. Where necessary this may include supporting with care needs from time to time as well as positive behaviour management adopting a tailored approach to the individual child.

### Key Accountabilities

- To be accountable to the school Leadership Team in all areas of work and responsibilities.
- To support the Class Teacher in all areas of the day to day running of the class seeking guidance and advice when required

### Key Duties

#### Pupil Welfare and Safeguarding

- Take responsibility for safeguarding and promoting the welfare of pupils according to the school's policies, including safeguarding and PREVENT
- Work towards providing meaningful feedback on pupil behaviour, relationships and attitudes
- Support positive behaviour and concentration levels of the children and, drawing on advice from more senior TAs, adapt own behaviour and responses to any change or escalations in behaviour of the children.
- Promote spiritual, moral, social and cultural (SMSC) development and British values within the PSHE policy and across the whole school.
- Ensure a high standard of personal care for the pupils, carefully monitoring the health and well-being of the pupils and passing on information to relevant colleagues and other professionals with both concerns and positive changes.
- To attend to pupils' personal needs when required including toileting, hygiene, dressing and eating as well as help with social, welfare and health matters.
- Establish a positive relationship with pupils in order to support them in feeling safe and enabling them to enjoy and learn.
- Promote and encourage independence and personal development and maintain high expectations of behaviour at all times and support in the achievement of this.
- Promote pupils' cognitive, social, emotional, behavioural, physical development and spiritual well-being through a whole Waking Day Curriculum.

#### Supporting Teaching and Learning

- Implement, and with support where necessary, adjust learning activities as agreed with the teacher. Reinforce learning concepts presented by teachers

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- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher or a more senior TA.
- Under the guidance of a more senior TA or teacher, implement learning activities and experiences, appropriate to the class group, by supporting the delivery of a broad and balanced curriculum aiming at pupils achieving their full potential in all areas of learning.

## **Pupil Attainment and Progress**

- Work with the children and support their learning, providing further explanation where needed, and work towards
- Under the guidance of the Teacher, or a more senior TA, to help collate evidence and information that supports pupils' attainment and progress.
- Work co-operatively with colleagues, parents/carers and professionals involved following a multi-disciplinary approach and supporting the pupils' Waking Day Curriculum.

## **Monitoring and Recording**

- Participate in the evaluation of learning activities.
- Work towards providing meaningful feedback on pupil attainment and progress.
- Work towards supporting the teacher in monitoring, assessing, recording and reporting pupils' progress according to the school's policies in order to monitor and foster pupils' progress in all areas of learning.
- Under the guidance of a more senior TA or a teacher, ensure all documentation is completed correctly for records of incidents, health, behaviour etc. as necessary
- Communicate effectively both verbally and in writing with colleagues and stakeholders to ensure that relevant information regarding students is shared to support their development and wellbeing at all times.

## **Career Path Development and School Development**

- Further own professional development by engaging in reflective practices and continuous professional development and appraisal, including attending all statutory training required and provided.
- Contribute to the community life of the school by taking an active part in the preparation and celebration of both community and multi-cultural events.
- Respond to the varying and changing needs of the school and undertake duties and tasks to the highest ability in order to achieve the smooth running of the school.

## **Knowledge, Skills and Experience**

**Qualifications:** None

### **Knowledge and Experience - desirable:**

- Relevant knowledge and experience of pupils with SEN relevant to Provision
- Understanding of the Safeguarding principles and Child Protection procedures
- Experience of managing a range of approaches to behaviour, including managing behaviours that challenge.
- Experience working within education is advantageous
- Experience of working within a multi-cultural, inclusive setting

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## Skills

- Commitment to the role, the desire to put the child first and treat them as an individual
- Be positive and creative in meeting pupils' needs
- Work on your own as well as part of a team
- Work collaboratively with other staff and professionals with good interpersonal skills
- Good numeracy and literacy skills
- Competent ICT skills
- Be flexible, adaptable and solution focused.
- Able to work within the parameters of the physical demands of the job role

## Requirements of Role

- Eligibility to work within the UK
- Satisfactory Enhanced DBS with barred list checks
- Be able to meet the demands of what can be physically challenging work at times.
- Depending on the location/nature of some Provisions the role may require a full valid driving licence.

## Additional Information

As part of the Aurora Group everyone is:

- expected at all times to behave and act in a way which promotes and contributes to the overall aims, values and ethos of the Company.
- required to participate in regular training and other learning activities, and in supervision, appraisal and development as required by the Company's policies and procedures
- required to participate in any relevant current and new legislative and regulatory activities as may occur from time to time
- required, through personal example and clear action, to demonstrate commitment to equality and diversity ensuring equality of access and treatment in employment and service delivery to all.
- Required to promote The Aurora Group's Health and Safety at Work Policy and Procedure and ensure these are implemented effectively.
- The Aurora Group takes seriously its responsibility for safeguarding and is committed to safeguarding and promoting the welfare of children and young adults. Therefore, everyone employed by the Aurora Group is expected to share this and act accordingly by applying organisations policies and procedures and attending regular safeguarding training.

**This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be reviewed and amended periodically to ensure it remains appropriate for the role.**