



Teaching Assistant

JOB DESCRIPTION

Responsible to: SENDCO and Key Stage Leader(s)
Responsible for: Supporting individual children, running some small group inputs
Reviewed by: SENDCO and Key Stage Leader(s)
Salary: Grade C

Job Purpose

Supporting teachers to ensure that all pupils make the progress they are capable of in their learning and development (including social and emotional development)

The successful candidate will be expected to:

- Work as part of a team to ensure keeping children safe is a priority and understand that safeguarding is everyone's responsibility
- Work as part of a team that is committed to developing positive relationships with all members of the school and wider community
- Support one or more individual children in any of the year groups in the school, most likely – but not necessarily always – in lower Key Stage 2 (i.e. Years 3 and 4). This may sometimes include delivering learning inputs to an individual or to small groups.
- Liaise closely with the class teacher(s) in delivering suitable interventions for assigned children so that the required provisions set out in their EHCPs (Education, Health and Care Plans) are met
- Work with all children in a positive way to encourage the development of their communication, academic and social/emotional skills
- Follow agreed co-regulation plans so that key children have a consistent approach to help them develop strategies to manage their emotional responses to events
- Support the class teacher(s) in assessing children's progress on a regular basis, and help keep written records of assessment

- Contribute to the caring atmosphere in the classroom and school
- Demonstrate knowledge and interest in special educational needs and disabilities (SEND) and be willing to engage in new learning on topics that are relevant to working with key individuals in the setting
- Liaise closely with other staff
- Be flexible
- Make effective use of the ICT facilities available within the school, adhering to the Acceptable Use policy
- Contribute to whole school initiatives, as appropriate

Expectations

1. As appropriate, the postholder's duties must be carried out in compliance with the following:
 - Trusts Equality Scheme
 - Information Security Policies
 - Financial Regulations
 - Health and Safety at Work Act (1974) (and subsequent Health and Safety legislation)
2. To work flexibly, as required
3. To maintain confidentiality of the Trust's affairs
4. Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions
5. To work at all times within Code of Conduct of the Safeguarding Policy
6. These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post

This job description should be reviewed annually and may be subject to amendment in consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the postholder's professional responsibilities and duties.

Signed:
Headteacher

Signed:
Postholder

Date:

Date:
