



## ELM COURT LIVITY FEDERATION

### JOB DESCRIPTION

<b>SECTION A:</b>	<b>Reporting to:</b>	<b>Wellbeing and Inclusion Team</b>
<b>Job Title:</b>	<b>Teaching Assistant</b>	
<b>Grade:</b>	<b>Scale 4</b>	

### SECTION B: PURPOSE OF POST

To work under the instruction/guidance of the relevant Inclusion Manager to undertake work/care/support programmes, to enable access to learning for students and to assist the teacher in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching area.

### SECTION C: Main duties and Responsibilities

#### Support for Students

1. Supervise and provide particular support for students, all with special needs, ensuring their safety and access to learning activities
2. Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes/Pastoral Support Plans.
3. Establish constructive relationships with students and interact with them according to individual needs
4. Promote the inclusion and acceptance of all students

5. Encourage students to interact with others and engage in activities led by the teacher
6. Set challenging and demanding expectations and promote self-esteem and independence
7. Provide feedback to students in relation to progress and achievement under guidance of the teacher. To ensure that students are aware of their daily/weekly targets and that progress with these is recorded according to the school's achievement framework.

### **Support for Teachers**

1. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work
2. Use strategies, in liaison with the teacher, to support students to achieve learning goals
3. Assist with the planning of learning activities
4. Monitor students' responses to learning activities and accurately record achievement/progress as directed
5. Provide detailed and regular feedback to teachers on students' achievement, progress, problems etc.
6. Promote good student behaviour, dealing promptly with conflict and incidents in line with the school's behaviour policy and encourage students to take responsibility for their own behaviour
7. Establish constructive relationships with parents/carers
8. Administer routine tests and invigilate exams and undertake routine marking of students' work
9. Provide clerical/admin. support e.g. photocopying, typing, filing, money, administers coursework etc. In particular, ensure that information relating to individual student daily/weekly targets is completed and submitted promptly to the school office according to deadlines

### **Support for the Curriculum**

1. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses

2. Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, KS4 14-16 vocational education recording achievement and progress and feeding back to the teacher
3. Support the use of ICT in learning activities and develop students' competence and independence in its use
4. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use

### **Support for the School**

1. 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
2. Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
3. Contribute to the overall ethos/work/aims of the school
4. Appreciate and support the role of other professionals
5. Attend and participate in relevant meetings as required
6. Participate in training and other learning activities and performance development as required
7. Assist with the supervision of students out of lesson times, including before and after school and at lunchtime
8. Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

### **Other Responsibilities**

#### **1 Data Protection**

It is essential when working with computerised systems that you are completely aware of their responsibilities at all times under the Data protection Act 1984 for the security, accuracy, and significance of personal data held on such systems.

#### **2. Equal Opportunities**

To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

**3. Health and Safety**

- Employees are required to work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties they come into contact, such as members of the public, in premises or sites controlled by the school.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

**4. Safeguarding**

To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.

**5. Other Duties**

To undertake such other duties as may be required commensurate with the grade of the Post

*This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.*



**ELM COURT SCHOOL**

**PERSON SPECIFICATION**

**Job Title: Teaching Assistant**

**Grade: Scale 4**

<b>CRITERIA</b>		
<b>A. Qualifications and Training</b>	1. Numeracy and literacy qualification at NVQ level or equivalent, or enrolled on a course working towards this	<b>Essential</b>
	2. NVQ 2 for Teaching Assistants or equivalent qualifications or experience	<b>Essential</b>
	3. Training in the relevant learning strategies e.g. literacy	<b>Essential</b>
	4. Appropriate training e.g. First Aid/Handling/Health and Safety/Child Protection etc.	<b>Essential</b>
<b>B. Relevant Experience</b>	5. Working with or caring for children/students of relevant age	<b>Essential</b>
<b>C. Knowledge</b>	6. Understanding of relevant policies/codes of practice and awareness of relevant legislation	<b>Essential</b>
	7. General understanding of national curriculum and other basic learning programmes/strategies	<b>Essential</b>
	8. Basic understanding of child development and learning	<b>Essential</b>
	9. Knowledge and understanding of child protection policies and	<b>Essential</b>

	procedures	
<b>D. Skills and Abilities</b>	10. Effective use of ICT to support learning	<b><i>Essential</i></b>
	11. Use of other equipment technology – audio/visual, photocopier	<b><i>Essential</i></b>
	12. Ability to self-evaluate learning needs and actively seek learning opportunities	<b><i>Essential</i></b>
	13. Ability to relate well to children and adults	<b><i>Essential</i></b>
	14. Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	<b><i>Essential</i></b>