



JOB TITLE: TEACHING ASSISTANT

Reports to: Inclusion Lead

Work under the direction of the class teacher and to respond effectively to the role

Salary scale: VTG5 SCALE POINT 12-15

Hours/week: 18.75 hours per week

Weeks/year: Term Time only including INSET days

General description of the post:

- Support the teacher with their responsibility for the development and education of children in schools including those with special needs.
- Use supervision and care skills to support pupils, including those who have physical, emotional or educational needs.
- Meet the physical needs of children, encouraging and supporting good standards of personal hygiene.
- Under the direction and supervision of the teacher:
 - Assist in the delivery of educational work programmes by participating in day-to-day learning activities including individual work programmes for pupils' special educational needs.
 - Monitor pupil progress and contributes to future planning.
 - Work with small groups of pupils as required and model learning.
- Liaise sensitively and effectively with parents and carers, recognising their roles in pupils' learning.
- Discuss with, and report back to the teacher on the planning and assessment of pupil work.
- Organise, supervise and maintain the learning environment.
- Plan, deliver and evaluate interventions for small groups or individual children.
- Provide a 1:1 support for children with significant SEND to access the curriculum.
- Meet with outside professionals and feed in any assessment needed.
- Work as part of a team to ensure that the wellbeing, behaviour and personal development of pupils enhances their learning opportunities and life skills.
- Maintain confidentiality inside and outside the workplace.
- Supervise children at break time and lunch time.
- Be aware of and comply with policies and procedures relating to Child Protection, Safeguarding, Health, Safety and Security and Data Protection, respective policies, procedures and codes of conduct and report all concerns to an appropriate person.
- Be aware of confidential issues linked to home/pupil/teacher/school/work and keep confidences as appropriate.
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop.
- Participate in relevant training and other learning activities and performance management as required.

General Accountabilities

- So far as reasonably practicable, the post holder must promote safe working practices by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Health, Safety and Welfare policy, departmental policies and codes of practice.
- Work in compliance with Codes of Conduct, Regulation and policies of The Dolphin School and Venturers Trust, and its commitment to equal opportunities.
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards.
- To cover for absent colleagues as requested.
- To undertake other duties that the Head Teacher of The Dolphin School may reasonably request.

Organisation

- To comply with policies and procedures relating to child protection and safeguarding, health and safety, confidentiality and data protection, freedom of information and report all concerns to the appropriate person.
- To be aware of and support difference and ensure equal opportunities for all.
- To contribute to the development and implementation of the overall ethos/work/aims of the school.
- To develop positive relationships and communicate with other agencies/professionals.
- To develop constructive relationships and liaison between managers/teaching staff and associate staff.
- To develop learning relationships with parents/carers.

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of the Trust and its academies. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

The Dolphin School is part of Venturers Trust and is committed to equality, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all staff.