

King Edward VI Northfield School for Girls: Job Description



**KING EDWARD VI
NORTHFIELD
SCHOOL FOR GIRLS**

Educational excellence for our City

Teaching Assistant Level 3

Job Description

Grade: GR3

Job Purpose

To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

The TA will:

- Work with class teachers to raise the learning and attainment of pupils.
- Promote pupils' independence, self-esteem and social inclusion.
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement
- Work specifically with a pupil who has cognitive and physical needs
- Deal with the personal care needs of pupils where appropriate in line with the guidance of the local authority.

Key Responsibilities

Support for pupils (either individually or in groups)

- Support the activities of individuals or groups.
- Establish and maintain relationships with individual pupils and groups.
- Contribute to Individual Education Plans and SEND Passports as appropriate.
- Support pupils during learning activities either 1-1, small group or inside a classroom.
- Promote pupils' social and emotional development.
- Contribute to the health and well-being of pupils.
- Provide support for bilingual/ multilingual pupils (where appropriate to the focus of the role).
- Support children with specific needs (where appropriate to the focus of the role), for example, sensory and/ or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties.
- Support pupils with literacy and numeracy skills delivering appropriate programmes as necessary e.g. phonics, Thinking Reading etc.

- Support pupils to access the curriculum.

Support for the teacher(s)

- Observe and report on pupil performance.
- Contribute to the planning and evaluation of learning activities.
- Assist in preparing and maintaining the learning environment.
- Contribute to the management of pupils' behaviour.
- Contribute to maintaining pupils' records.
- Support the maintenance of pupils' safety and security.
- Supervise the whole class for a short time in an emergency (normally for a period less than a whole lesson until the teacher returns or alternative arrangements are made) or for a very short period of planned absence for less than a whole lesson.
- Undertake routine marking in line with school policy.
- Provide general administrative support, for example, administer coursework, produce worksheets, enter data etc.
- Undertake joint home visits as appropriate and in line with school and academy policy.

Support for the school

- Support the development and effectiveness of team work within the school environment.
- Develop and maintain working relationships with other professionals.
- Liaise with parents as appropriate.
- Review and develop own professional practice.
- Work as required across the curriculum and in all Key Stages within the school in accordance with the job.

Support for the curriculum

- Support the use of information and communication technology in the classroom.
- Support pupils in their access to the curriculum.

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy.
- Look after children who are upset or have had accidents.
- Provide personal care if required for pupils with specific physical and medical needs.

General

- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure their tasks are carried out with due regard to Health and Safety
- To participate in appropriate professional development including adhering to the principle of performance management.
- To adhere and promote to the agreed vision and ethos of the school
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents' evenings
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school

Line Managed by the SENDCO and Assistant SENDCO

Teaching Assistant signature:

Date:

Headteacher signature:

Date: