



## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Teaching Assistant</b>
<b>Department:</b>	<b>Learning Support</b>
<b>Responsible to:</b>	<b>SENCO/Head of Dept</b>
<b>Grade:</b>	<b>Future Schools Trust Scheme 3</b>
<b>Contract Type:</b>	<b>Full time, term time only</b>

### **1. Main Purpose of Job**

To work under the guidance of the SENCO/Inclusion Manager/Head of Dept. To assist and support the work of class teachers in meeting the needs of the students across all areas of the curriculum by:

- Supporting the Teacher
- Supporting the student
- Supporting the curriculum
- Supporting the School

### **2. Accountability**

- To support students with an Education Health and Care Plan or students with special educational needs and or disabilities. This may be individually or in groups or in whole classes under the guidance of the class teacher and/or SENCO/Inclusion Manager/Head of Department/HLTA. On occasions this may include supporting students on work experience or on visits.
- To liaise with the class teacher and/or SENCO/Inclusion Manager/Head of Department about the class/group and the planning of the lessons.
- To prepare differentiated work/materials for teaching assistant, class teacher or student's use.
- To assist with the assessment of students as requested.
- Where appropriate, to assist in the physical wellbeing of the students.
- To participate in In-Service training, performance management, staff meetings where possible.
- Such other duties as the SENCO/Inclusion Manager/Head of Department may from time to time request.
- Do displays
- Undertake other reasonable duties that are consistent with both the job title and job description.

N.B. The postholder will carry out his/her responsibilities in accordance with the Governing Body's equal opportunities policy.



### **3. Person Specification**

- Experience of working with or caring for children of relevant age.
- Good general education
- Able to participate in development and training opportunities
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- Flexible
- Ability to use own initiative
- Basic technology skills.
- Must undertake safeguarding training
- Currently holds a first aid certificate or willingness to complete first aid training.

### **Financial Accountabilities**

There are no financial accountabilities

### **Working Environment**

The role will be school based and primarily in classrooms, Plazas, workshops, or pit stop.

This Job Description is provided to assist the postholder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

### **Health and Safety**

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

### **Safeguarding**

Future Schools Trust is committed to the safeguarding of all of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Full Governing Body to ensure the safety of all young persons within its care.