

### Job Description

<b>Job title</b>	Teaching Assistant	<b>Job family</b>	Education
<b>Reporting to</b>	Head Teacher / Class Teacher	<b>Job code</b>	
<b>Location</b>	Service Based	<b>Evaluation Date</b>	

#### Job Purpose

To undertake education support duties and assist the class teacher in the day to day needs of the pupils in their care, to enable the teacher to implement the curriculum and respond to the pupils' needs. To maintain complete confidentiality on all service matters.

#### Responsibilities

- Provide pupils with the level and type of support specified by the teacher, whilst at the same time encouraging the pupils towards independence and accepting responsibility for their own behaviour.
- Establish a good relationship with pupils by using language and other communication skills that the pupils can understand and relate to.
- Promote positive pupil behaviour in line with school policies by the use of praise and encouragement.
- Undertake playground supervision during the mid-morning and/or afternoon breaks and to deal with unruly behaviour and, where necessary, report difficulties to a member of the teaching staff.
- Work under the direction of the teacher to prepare and maintain an effective learning environment, by preparing work materials and apparatus and clearing up afterwards.
- Take part in training activities offered by the school and Aspris to further knowledge.
- Abide by and work towards all the policies within the school e.g. Health and Safety
- Liaise regularly with the teacher and/or take part in planning meetings, inset days and any other meetings as required.
- Assist with language, literacy and numeracy development, and other activities under the direction of the teacher.
- Assist in the recording of lessons and assessment as required by the teacher

#### Knowledge / Education / Skills

A Level 2 qualification (or equivalent) which is appropriate to the teaching and learning environment of learners and young adults.

## Experience

Previous experience within a relevant educational environment.

## Responsibility

### **Leadership**

No direct line management responsibility, however indirect leadership to provide influence in area of speciality.

### **Budgets & Equipment**

Collective responsibility for the care and security of equipment and adhering to the cost and budget guidelines.

### **Information**

Shared responsibility for the confidentiality, security and accuracy of records, data and information. Ensuring good quality documentation, which meets the Organisational requirements Regulatory guidelines and statutory requirements.

### **Communication & Interaction**

Communications will regularly require some judgement involving the seeking and gathering of information with the need for some explanation. May have interactions which contain distressing information.

## Safeguarding

All colleagues have a responsibility to protect and safeguard vulnerable individuals at risk (whether children or adults). Colleagues must be aware of local child and adult protection procedures and who to contact within the Local Authority Safeguarding team for further advice. All colleagues are required to attend safeguarding awareness training and to undertake additional training appropriate to their role.

## Working Environment

The educational and social challenges experienced by young people and learners may, at times, give rise to unusual or anti-social behaviour, which can be very emotionally and physically demanding.