



# Quarrydale Academy

## Job Description

### 1. Title of Post

Teaching Assistant

### 2. Name of Employee

### 3. Salary

Grade 3 scp 5-7 – Unqualified

Grade 4 scp 8-14 – Qualified

Pro rata for 32.5 hours per week, Term Time Only

### 4. Accountable and Responsible To:

Responsible to the Head Teacher through the Academy's Line Management (see staff handbook)

### 5. Main Purpose of the Job

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.

### 6. Responsible for the Following Key Tasks:

The following points represent some of the key tasks the post holder will carry out. It is not intended as an exhaustive list as there will be others which become apparent and lead on from the areas indicated below.

#### **Key duties and responsibilities:**

1. Using specialist (curricular/learning) skills/training/experience to support pupils
2. Assisting with the development and implementation of Individual Education/Behaviour/Personal Care Plans
3. Establishing productive working relationships with pupils, acting as a role model and setting high expectations
4. Promoting the inclusion and acceptance of all pupils within an educational environment
5. Supporting pupils consistently whilst recognising and responding to their individual needs
6. Encouraging pupils to interact positively and work cooperatively with others and engage all pupils in activities
7. Promoting independence and employ strategies to recognise and reward achievement of self-reliance
8. Providing feedback to pupils in relation to progress, achievement and problems
9. Attending to pupils' personal needs and provide advice to assist in their social, health and

hygiene development

10. Supporting provision for pupils with special needs
11. Working with the teacher to establish an appropriate learning environment
12. Working with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
13. Monitoring and evaluating pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
14. Providing objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
15. Being responsible for keeping and updating records as agreed with the teacher or other appropriate staff member, contributing to the review of systems/records as requested
16. Undertaking marking of pupils' work and accurately recording achievement/progress
17. Promoting positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
18. Liaising sensitively and effectively with parents/carers as agreed with the teacher/other relevant staff member within your role/responsibility and participate in feedback sessions/meetings
19. Administering and assessing routine tests and invigilate exams/tests
20. Supporting teaching staff in the carrying out of home visits
21. Establishing constructive relationships and communicating with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
22. Assisting in the development and implementation of appropriate behaviour management strategies
23. Facilitating smooth transition between educational phases
24. Providing general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc
25. Implementing agreed learning activities/teaching programmes, adjusting activities according to pupil responses
26. Implementing local and national learning strategies e.g. literacy, numeracy and make effective use of opportunities provided by other learning activities to support the development of relevant skills
27. Supporting the use of ICT in learning activities and developing pupils' competence and independence in its use
28. Helping pupils to access learning activities through specialist support
29. Determining the need for, preparing and maintaining general and specialist equipment and resources
30. Assisting in the training and development of staff as appropriate
31. Undertaking planned supervision of pupils' learning activities including those not in a classroom setting
32. Delivering high quality one-to-one and small group support using structured interventions
33. Supervising pupils on visits, trips and out of school activities as required
34. Supporting Teaching Assistant students in school settings

**All staff:**

1. Be aware of and comply with the Academy policy and procedures.
2. Comply with the requirements of Data Protection and other legislation specifically relating to personal records.
3. Contribute towards the priorities identified in Academy Improvement Plan and the overall ethos/aims of the Academy.
4. Comply with relevant improvement processes to support the continuous development of staff and Academy.
5. To participate in appropriate staff meetings, training sessions, including INSET, where required governor committees and other meetings as identified by the Headteacher.
6. Seek win-win solutions.
7. Be a positive voice for the Academy in the community.

8. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

**Health and Safety:**

9. Comply with all statutory requirements in relation to Health & Safety and be aware and comply with the Academy's Health & Safety policy.
10. Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions. Ensuring the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility.
11. Co-operate with the Academy on all issues to do with Healthy, Safety and Welfare.

**Continuing Professional Learning:**

12. Actively engage and seek opportunities to improve own professional learning.
13. Undertake professional development necessary as identified in Academy Improvement Plan, performance management reviews or as a result of developments.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature should be incorporated into the job description in specific cases.

The job description may be subject to amendment or modification, should circumstances change, and any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with the Headteacher who may involve Governors.

**7. Further Statement**

Employees are expected to maintain high standards of customer care, to uphold Academy policies and health and safety standards and to participate in training activities necessary to their post.

Employees are expected to be courteous and provide a welcoming environment for visitors and telephone callers.

The Academy will endeavour to make necessary reasonable adjustments to the job and working environment to enable employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is effective from 1 September 2017. The contents have been agreed in consultation with the post-holder/s and the Academy.