



Job Description and Personal Specification

Job Title:	Teaching Assistant
Pay Range:	Unqualified Teacher Pay Scale (SP1) £22,601 pro rata
Working Days and Times:	Monday-Friday 9.15am-2.45pm (5 hours per day) with the potential to increase hours once the probation period is complete
Based at:	Bucklesham Park, Bucklesham, Ipswich, IP10 0BW
Reports to:	Apex Education Directors
Job Purpose:	• To work in partnership with Apex Education's teachers and other colleagues to assist students with SEND and SEMH needs and support their learning and personal development. • To ensure codes of practice, Apex Education's policies and procedures are appropriately followed.
Principal Accountabilities:	• To work with individuals or small groups of students under the direction of teaching staff. • Provide support to SEND and SEMH students who experience areas of challenge with engagement and learning, social communication, language, sensory and/or physical difficulties.

Main Duties

- To interact with, and support students, according to individual needs and skills.
- Implement planned learning activities/teaching programmes as agreed with the Teacher, adjusting activities according to students' responses, as appropriate.
- Establish positive relationships with students supported.
- Provide feedback to students in relation to attainment and progress under the guidance of the Teacher.
- to help learners and other staff during their practical lessons
- Support students with activities that aid literacy and numeracy skills.
- Support the use of ICT in the classroom and develop students' competence and independence in its use.
- To help plan lessons based on the national curriculum and adapt them according to the students needs
- Within reason, attend to students' personal needs including help with social, welfare, care and health matters.
- Promote positive student behaviour in line with Apex Education's policies and help keep students on task.
- Participate in planning and evaluation of learning activities with the Teachers, helping to write reports and records as required.
- Assist with the development and implementation of students' individual plans, eg. EHCP.

- Monitor and record pupil responses and learning achievements, drawing any problems that cannot be resolved easily to the attention of the Teachers.
- Assist the Teachers and other staff in the implantation of care programmes.
- Support learning by selecting appropriate resources/methods to facilitate agreed learning activities.
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
- Assist with the display and presentation of students' work.
- Support pupils with intimate care as required.
- Support with preparing and providing students with breakfast and lunch.
- Supervise students for limited and specified periods during break times when the post-holder should facilitate games and activities.
- Assist with escorting students on educational visits.

General Duties

- Establish constructive relationships and be supportive of, and sensitive to, the needs of colleagues, pupils, and the wider provision community.
- Encourage interaction and teamwork within the provision, attend relevant provision meetings as required, share ideas and new initiatives.
- Respect confidentiality and maintain professionalism at all times.
- Actively participate in relevant training opportunities linked to the role.
- Participate in the performance and development review process, taking personal responsibility for the identification of learning, development, and training opportunities in discussion with the line manager.
- Contribute to the overall ethos, work, and aims of Apex Education.
- Comply with all of Apex Education's policies and procedures, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, and reporting concerns to the company Directors.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the company Director's to carry out appropriate duties within the context of the job, skills and pay grade. Apex Education is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff are required to complete a Disclosure & Barring Service (DBS) application and references. This job description will be reviewed annually and may be subject to a change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of Apex Education in relation to the post-holder's professional responsibilities and duties.