



JOB DESCRIPTION

JOB TITLE: Teaching Assistant
GRADE: Grade 4 SCP point 13 to 17

ORGANISATIONAL RELATIONSHIPS

Responsible to: SENCo
Responsible for: Supporting student progress and attainment

JOB OVERVIEW

To work with and support the progress and attainment of identified students, individually and in groups under the direction/instruction of the SENCo and/or subject teacher and/or senior staff, inclusive of specific individual learning needs, enabling access to learning for all students.

SUPPORT FOR THE STUDENT

- Plan, prepare and deliver aspects of the curriculum to individual/small groups of students
- Provide intervention and support on a 1 to 1 and small group basis to support students in making at least expected progress in the curriculum.
- Provide appropriate literacy support to allow students to fully access the curriculum.
- Provide specific support to allow individual students to develop the necessary literacy skills.
- Provide support to individual students to allow them to fully engage in activities led by the class teacher.
- Be aware of and respond appropriately to individual students educational needs ensuring effective interaction.
- Provide specific support to students dependent upon their individual educational needs ensuring their safety whilst supporting access to learning activities and coping with unstructured times e.g. break and lunchtime.
- Promote inclusion and acceptance of all students and adults in Padgate Academy.
- Encourage students to interact with others and positively engage in activities led by the teacher.
- Promote self-esteem and independence.
- Provide feedback to students in relation to progress and achievement under the guidance and direction of the teacher.
- Photocopy resources as appropriate to ensure the individual learning needs of students are met.
- Contribute to student support plans for individual students.
- Contribute to the statutory annual review process for the students.
- Provide support for students in extended or independent learning sessions.

SUPPORT FOR TEACHING STAFF

- Provide clerical/administration support (e.g. photocopying, typing and filing).
- Assist with the display of student's work.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
- In liaison with the SENCo, utilise strategies to support students in achieving learning goals.
- Report student achievements, progress and issues as appropriate in agreed format.
- Undertake student record keeping as requested.
- Administer routine tests and invigilate examinations for support with Access Arrangements.
- Promote positive student behaviour for learning, dealing promptly with conflict and incidents and encouraging students to take responsibility for their own behaviour in line with established Academy policy.
- Establish constructive relationships with parents and carers.

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/learning programmes, taking into consideration student learning styles.
- Undertake literacy/numeracy programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use.

SUPPORT FOR THE ACADEMY

- Be aware of and comply with Academy policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the Academy's ethos, aims and development/improvement plan.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required, including meetings with parents and carers.
- Participate in training and other learning activities as required.
- Assist with the supervision of students out of directed lesson time, including before and after school if appropriate and within working hours.
- Accompany teaching staff and students on visits, trips and out of school activities as required.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

In the fulfilment of these duties the post holder shall have regard to the:

- Requirements for Health and Safety at Work.
 - Statutory regulations where they apply.
 - Child protection and safeguarding.
 - National agreed codes of practice.
 - School Health and Safety Policies and security procedures.
 - Copyright procedures.
-