



Role Profile

Teaching Assistant

Important Functional Relationships:

Internal

Staff and Governors within Wave MAT;

External

Headteachers and other school-based staff;
Pupils and their Parents/Carers; FE Colleges and other Outside Providers; Other outside agencies, both statutory and non-statutory.

Main purpose of Job

To assist the delivery of outstanding lessons, leading to significant progression and attainment for all pupils. To actively implement the school's behaviour policy and systems in order to assist the delivery of outstanding education to our students.

Professional competencies

- Display personal and interpersonal development and team-working skills;
- Pro actively plan, organise and manage workload;
- Display reflective practice and reflexivity;
- Display knowledge of safeguarding procedures;
- Undertake analysis and synthesis of complex information;
- Display knowledge and understanding of appropriate use of ICT in an education setting;
- Display integrity and honesty in relationships with stakeholders'
- Display regular evidence of initiative taking;
- Display robust self management skills with regard to problem solving;
- Willingness to complete Team Teach training and to actively support the principals of Team Teach whilst undertaking duties associated with the role.

Duties

- Under the direction of the Teacher or HLTA ensure that support is provided to pupils through a carefully structured learning environment. This may include:
 - Encouraging language development;
 - Supporting the development of skills;
 - Supporting all aspects of learning;
 - Supporting the emotional development of children;
 - Undertaking practical activities e.g. baking, play, art;
 - Supporting with reading, writing and other aspects of the learning process;
 - Carrying out tasks planned and monitored by the Teacher.



- Liaise with the Teacher about the planning and implementation of both group and individual programmes;
- Monitor the progress of individual children as requested;
- Encourage appropriate social behaviour, during school hours both in and out of school and cater for the general welfare of children;
- Accompany children on educational visits under the direction of the Teacher;
- Make, devise and maintain equipment as required, ensuring that the classroom is kept in a clean and tidy condition;
- Act as a confidante to the children whilst being aware of and following current safeguarding/child protection guidelines;
- Complete Team Teach training and support the principals of Team Teach during school hours, both in and out of school;
- Any other task as may be deemed necessary to facilitate a positive learning environment;
- To maintain confidentiality of information acquired in the course of undertaking duties for the Service;
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Service's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection);
- The post holder is responsible for his/her own self-development on a continuous basis.