St Margaret's Academy

JOB TITLE: **Teaching Assistant**

HOURS OF WORK: **30 hours per week – 39 weeks per annum**

RESPONSIBLE TO: **Class Teacher/Headteacher**

SALARY GRADE: **C**

Key Role:

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement the curriculum with individuals/groups, in or out of the classroom.

To contribute to the whole school ethos, environment and organisation both practically and as a positive role model for pupils and colleagues.

Staff may also supervise whole classes (with a colleague) during the short term absence of teachers, support children with special educational needs or disabilities and support with cover for PPA time.

Specific Duties and Responsibilities

1. Support for Pupils

- To participate in and lead pupils' play to stimulate language and social skills
- To support pupils' development, promote independence and cooperation in a safe, secure, challenging environment employing strategies to recognise and reward achievement
- To support the learning of individuals and groups of pupils as identified in the curriculum planning and to act as a role model, setting high expectations
- To observe, record and support the development and progress of pupils and to feed back to pupils in relation to their progress and achievement
- To promote the inclusion and acceptance of all pupils within the classroom
- To meet the physical/medical needs of the pupil according to a pupil's individual care plan whilst encouraging independence wherever possible

2. Support for children with special educational needs and disabilities (SEND)

- To develop an understanding of the specific needs of children with SEND
- To promote independence in a safe and secure environment
- To help adapt/ find differentiated materials to enable pupil/s to access the class curriculum
- To liaise with the class teacher and/or SENCO in the child's best interest
- To contribute to Annual Review meetings, as appropriate
- To aid the pupil/s to learn as effectively as possible both in group situations and individually, inside and outside of the classroom.

For example:

- Clarifying and explaining instructions

- Using open ended questions to develop children's thinking
- Motivating and encouraging the pupil/s
- Assisting in areas of specific weakness, such as speech and language, reading, writing tasks
- Attending to pupils' personal and health needs
- Supporting social and emotional development

3 Support for Teachers

- To liaise with other professionals as required
- Keep an organised work space
- To promote home school partnerships
- To monitor and evaluate pupil progress and provide feedback to the teacher
- To support the teacher with record keeping
- Mark pupils' work as agreed with the teacher
- To administer and assess routine tests as agreed with the teacher
- To provide general admin support for the teacher
- To follow the school behaviour policy consistently

4. Support for the School

- To promote the policies and ethos of the school,
- To display pupils' work to celebrate their achievements
- To supervise pupils on outings and visits as required
- To attend staff meetings as required
- To treat all information relating to a pupil as strictly confidential
- To be a proactive member of the school team participating positively and professionally
- To attend relevant continuing professional development
- To take part in performance management
- To take opportunities to develop own areas of interest and expertise and to use these to advise and support others or to organise specific projects
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes

5. Commitment to Safeguarding Children

- Be responsible for safeguarding and promoting the welfare of children including online safety
- Treat children fairly and with respect at all times.
- Understand school policy and procedures for Child Protection.
- Understand the signs and symptoms of abuse by attending relevant courses.
- Report all concerns to the Designated Safeguarding Lead or Headteacher.
- Ensure the safety of all pupils in the school learning environment both indoor and outdoor.
- Carry out risk assessments in consultation with the teaching staff prior to activities.
- Promote learning opportunities that raise pupil awareness of how to keep safe.

The details within this job description reflect the content of the job at the time it was created. At some point in the future, some duties may no longer be required and other duties may be gained without changing the general nature of the post or level of responsibility entailed. The Headteacher may revise the job description from time to time and consult with the post holder at the appropriate time.