

**Job Title:** Teaching Assistant

**Scale:** H3 (£18,795 + fringe FTE)

**Responsible to:** The Headteacher or Deputy Headteacher, SENCO, Inclusion Manager

**Relationships:** Liaison with the teaching and non-teaching staff of the school, HCL staff and children.

**Purpose of the role**

To support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff. Teaching assistants may be responsible for some learning activities within the overall teaching plan.

**Duties and responsibilities**

- To offer assistance for the student within the classroom and enable the student to participate in the lesson and develop knowledge, understanding and skills.
- To develop student's social skills by reinforcing appropriate behaviour.
- To supervise and assist withdrawn groups of students and individual students, as directed by the SENCO.
- To mentor individual groups of students and help to set targets.
- To establish positive relationships the students in order to raise their self-esteem and develop their confidence.
- To attend to pupils' personal needs, including social, health, hygiene, first aid and welfare matters. This may include pushing a wheelchair or lifting children whose mobility is restricted. Appropriate training will be provided, if necessary.
- To provide feedback to the SENCO regarding student progress and effectiveness of support.
- To liaise with parents, staff and external agencies, in consultation with the SENCO.
- To play an active role in the administrative duties within the faculty.

**Support for subject teachers:**

- To support in the delivery of the lesson and the management of the whole class.
- To provide support for students of all abilities by helping them to complete tasks set by the teacher.
- To liaise with subject teachers in order to develop an effective in-class support partnership.

**Support for the curriculum:**

- To assist in the production of learning materials.
- To develop an understanding of the requirements of the National Curriculum, relevant to the subject areas supported.

**Support for the school:**

- To attend appropriate meetings and in-service training.

- To be aware of and follow school policies and procedures.
- To understand and further the aims and ethos of the school.
- To be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop
- To be aware of and comply with policies and procedures relating to child protection, health and Safety and security, confidential and data protection; and report all concerns to an appropriate person.

**Teaching Assistants may also undertake some or all of the following:**

- Work with individual pupils with special educational needs
- Work with pupils for whom English is not their first language
- Assist in the development of individual learning plans for children with SEN
- Support the use of ICT in the curriculum
- Invigilate assessments and tests
- Support pupils in developing and implementing their own personal and social development
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Provide assistance to children in the event of minor accidents and take appropriate action over more serious incidents including reporting them appropriately.

*Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified. This job description is current, but following consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.*

*The duties listed describe the post at present. All staff are expected to accept any reasonable alterations that may, from time to time, be necessary.*

<b>Knowledge</b>	<b>Competencies</b>
Excellent written and oral skills	Communication (written and verbal)
Basic knowledge of ICT	Problem Solving
Basic knowledge of Health, wellbeing and safety	Team working
Awareness of keeping children safe	Active Listening
Basic knowledge of First Aid	Motivation
Awareness of Data protection and confidentiality	
Understanding of the Schools ethos and values	

**Please remember that your job is very important. You can make the difference to a child's happiness at school and contribute to their development.**