

## JOB DESCRIPTION

<b>Job title:</b>	<b>Teaching Assistant</b>
<b>Grade:</b>	<b>TSAT Band C</b>
<b>Hours:</b>	<b>35 hours per week 39 weeks per year</b>
<b>Responsible to:</b>	<b>Inclusion Manager/Class Teacher for day-to-day supervision</b>

### **SCHOOL AIMS**

1, 2, 4, 5, 6, 7, 9.

#### 1. **Purpose**

To support the class teacher in the teaching and welfare of pupils in accordance with school policy to meet the School's Aims. There may be a requirement to work with pupils with Education, Health and Care Plans or additional educational needs throughout the Key Stages.

#### 2. **Accountability**

- a) Provide teaching and learning support, under the guidance of the class teacher, to pupils in all areas of the curriculum, promote high quality teaching and learning.
- b) To work with the class teacher and Inclusion Manager to assist in drawing up and undertaking the delivery of SEN Support Agreements, either in withdrawal groups or within the classroom, to ensure delivery of individual targets.
- c) Assist the teacher with observation and monitoring of the progress of pupils, maintaining accurate records in order to ensure documentation of all interventions with pupils, detailing their progress and achievement.



- d) To prepare differentiated work/materials for pupils' use and display work and resources, (under the direction of the teacher).
- e) Promote positive behaviour patterns, raise self-esteem and improve independent working in pupils to assist in their education and growth.
- f) Assist the teacher where necessary with preparation (and clearing away) of the classroom and materials to ensure effective and efficient teaching.
- g) To ensure that pupils receive their statutory Duty of Care in a caring environment.
- h) To be familiar with the toileting and medical needs of pupils with disabilities in order to meet individual pupils' needs as appropriate in the company of another adult.
- i) Participate in In-Service Training, attend staff meetings where appropriate and positively take part in performance management reviews.
- j) To supervise pupils and promote learning and safety, for example, at breaktimes, on educational visits.
- k) To respect confidentiality at all times.
- l) To undertake a whole school responsibility
- m) To hold regular liaison time with the class teacher and other staff involved in the delivery of teaching and learning.
- n) To administer First Aid, subject to appropriate training.
- o) To assist the Teacher in creating a purposeful learning environment.
- p) Be aware of, follow and promote School Policy.

### 3. **Organisation**

- Responsible to Inclusion Manager.
- The post holder is responsible to the class teacher on daily basis.
- The post holder has no direct supervisory responsibilities.

### 4. **Financial Accountabilities**

- The post holder has no direct financial responsibilities.



5. **Working Environment**

- The post will be based within the school buildings.

6. **Person Specification**

- Good standard of education.
- Previous relevant and successful experience
- Relevant qualification.
- Willingness to enhance own professional development.
- Excellent interpersonal skills and ability to work as part of a committed team.
- Empathy with pupils.

**This job description is subject to review by the Headteacher in consultation with the post holder as appropriate to the changing needs of the school.**

The above job description was agreed by \_\_\_\_\_ on \_\_\_\_\_ (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss any proposed amendments. It will be reviewed as part of the annual performance management process.

**Signed:** \_\_\_\_\_ **Name:** \_\_\_\_\_



## **Generic Duties relevant to all members of staff**

### **1.1 The Trust**

The ethos of the Trust is included within the strapline "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".

Your role will be based at New Horizons Children's Academy. However you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

### **1.2 Teaching and Learning**

This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

### **1.3 ICT**

It is expected that all teaching and support staff follow the ICT Vision of the Trust.

All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

### **1.4 Health and Safety**

Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come



into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

### 1.5 Safeguarding

The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Child Protection Officer.

### 1.6 Data Protection

**The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.**

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Executive Headteacher. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.