

POST: Teaching Assistant

REPORTING TO: Principal

RELATIONSHIPS: Liaising with Principal, Vice Principal, SENCo/SEN Manager, all Teachers and support staff, parents and carers, other professionals such as Educational Psychologists and Learning Support Service.

PURPOSE:

- Assisting pupils to access the curriculum and differentiate resources to meet pupil's needs. Work closely with other professionals to help the pupils make progress.

DUTIES:

- Assist in the educational and social development of the pupils under the direction and guidance of the class teachers and SENCo/SEN Manager.
- Assist in the implementation of an Individual Education Programme for the pupils and help monitor their progress.
- Provide support for pupils inside and outside the classroom to enable them to fully participate in activities.
- Work with other professionals, such as Educational Psychologists and Learning Support Service, as necessary.
- Assist class teachers with maintaining the pupil's records.
- Complement the professional work of teachers by taking responsibility for agreed learning activities.
- Assess the needs of pupils and use detailed knowledge and skills to support their learning.
- Support pupils with cognition and learning difficulties e.g. encouraging pupils to engage with and benefit from the planned learning activity.
- To guide and assist pupils, taking into account their individual learning abilities and preferred learning style.
- To plan and deliver activities in agreement with the classroom teacher and the lesson plan.
- To assist in the general care, safety and welfare of pupils at all times.
- Be aware of child protection issues. Raise concerns through the appropriate procedures.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for job applicants with a disability or additional need and continued employment for any employee who develops a disabling condition.

This job needs to be considered in the context of a changing and evolving Academy and therefore the duties detailed here will need to be adjusted to meet the needs of a changing organisation.

This job description will be reviewed at least once a year and may be subject to modification or amendment after consultation with the post holder.

Signed: **Date**
Post Holder

Signed: **Date**
Principal

Safeguarding and protecting our children and young people from harm is central to the Federation's ethos. We want to make sure that children and young people feel safe and secure. This post is subject to an enhanced DBS check.

High Expectations - High Achievement