



## **Job Description for a Teaching Assistant**

**Under the guidance of the Headteacher, Class teacher and SENCO the SEND Teaching Assistant is required to:**

- Be able to communicate to all children that they are liked and valued within their school
- Deliver and prepare learning support individually and in groups through a range of tasks, eg – supporting and developing phonics, Literacy, Maths, PSHE tasks, focussing support in areas needing improvement for both academic and social and contribute to the assessment of pupil progress, motivating and encouraging pupils to concentrate and achieve progress.
- Deliver specific special needs input to support pupils presenting challenges where appropriate
- Show creativity and innovation to meet the needs of particular pupils
- Effectively support and manage emotional, communication and challenging behaviour, sometimes including aggression.
- Act appropriately to safeguard all children in the school and report any concerns promptly to the designated safeguarding leads
- Make in the moment decisions sometimes without reference to the teacher
- Be prepared to undertake specific training if required
- Undertake specific tasks with a child or group as directed by the class teacher.
- Undertake learning activities with pupils of significantly varying abilities to ensure differentiation and access to the curriculum
- Promote and reinforce pupils' self-esteem, appropriate behaviour and effort and to guide pupils to become independent learners.
- Use a range of questioning and discussion to support pupils' progress
- Assist teaching staff in the development strategies and the monitoring and evaluation of programmes of work.
- Give clear, purposeful feedback to pupils based on the success criteria for the lesson and individual targets.
- Record and report progress and difficulties in feedback to the teacher
- Provide care and supervision of pupils within the school and where appropriate outside the school e.g trips and visits.
- Work with pupils who have special educational needs or disability or pupils who exhibit occasional behavioural needs.
- Attend INSET as is available and appropriate.
- Work closely with the class teacher at all times.
- Be able to follow and use the school marking and feedback procedures
- Establish positive and effective relationships with the children in the class.
- Be ready to take a positive role within the classroom environment and accept any delegated task by the class teacher that is considered 'reasonable' within the hours and experience of the TA.
- Support and sustain the school and class ethos by upholding school values and respect for individuals.
- Undertake playground duties and tend to very minor injuries, referring to a qualified first aider for all other injuries and work with the class team to ensure parents are informed of injuries to their child.
- Care for and clean up children who have been sick, had an accident or are unwell, until their parents can be contacted.

- Liaise with parents on a wide range of issues such as feeding back on injuries, dealing with monetary contributions, ensuring accident on arrival are recorded in a timely manner, feeding back on a child's day including difficulties which may have arisen.
- Establish effective, professional relationship with parents so that they are able to discuss important issues and concerns.
- Be confident to know where to take concerns raised by parents and ensure important communications are delivered appropriately.
- Enter fully into the life of the school.

#### **SUPPORTING TEACHERS:**

- Under the teacher's direction, prepare and set up in an appropriate way the materials, equipment and resources for pupils and assist in general aspects of resource management within the team.

#### **TRAINING and PROFESSIONAL DEVELOPMENT:**

- Attend TA meetings when possible
- Engage in the school's appraisal process
- Attend INSET and other essential training at a year group and whole school level
- Take part in a programme of professional development identifying personal training needs through continuous self-appraisal and undertaking such training as may be necessary to meet the needs of pupils.

#### **GENERAL:**

- Safeguarding is everybody's responsibility. You must know the school procedure for recording and reporting concerns and support other colleagues to do so. You must attend yearly safeguarding updates & training and full 'basic awareness' training every 2 years.
- You must have read, understand and comply with the school's safeguarding procedures including whistleblowing.
- Read, sign and comply with the staff and volunteer code of conduct
- Read sign and comply with the staff handbook
- Make a full contribution to the life of the school, supporting colleagues in their work for the school.
- Follow all school policies and procedures and take part in the review of these as appropriate
- Undertake any other duties that may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms following consultation with the recognised Trade Unions.
- You may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by your training needs and the needs of the school.
- This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record and self-disclosure including disclosure by association being completed .

#### **ADDITIONAL RESPONSIBILITIES:**

Teachers and support staff are not required to administer medication or to support pupils with medical needs as part of their employment contract unless it is a specific requirement of their role, but they may volunteer to do so. All staff may wish to discuss this with their particular union and Council regarding their indemnity policy. In some cases, the contracts for non-teaching staff or special support assistants may include references to the administration of medication and/or the undertaking of medical procedures. Such contracts will, of course, be agreed on an individual basis.

**I agreed to the job description above.**

**Signed** ..... **Date** .....

**Name** .....