

**Teaching Assistant**

**Job Description**

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| **Job title** | Teaching Assistant |
| **Responsible to** | Class Teacher, Assistant Headteacher |
| **Responsible for** | Supporting teaching and learning |
| **Key relationship with** | Class teacher  Care staff  SENCo  Family Support and Child Protection Officer  Head of Personal Development  Speech and Language Therapist  Parents/Carers  Wider school staff |
| **Job purpose** | To assist teaching staff to implement and deliver an appropriate broad, balanced, relevant and differentiated curriculum for pupils with SEMH and deliver targeted outcomes within EHCPs. |
| **Key functions** | * To actively commit to Marchant-Holliday School’s vision, values and ethos. * To follow and promote the school's policies. * To provide support for pupils, teachers and the school to raise SEMH outcomes and academic attainment of pupils. * To assist teaching staff in providing a wide experience of learning opportunities, both within and beyond the classroom, that ensure each pupil meets their full potential. * To provide individual support to pupils within an educational setting * To provide education and guidance in the area of SEMH and challenging behaviour. * To use resources effectively to bring about improved standards of engagement and achievement for all learners. * To work and contribute as a member of a designated class team and to contribute positively to effective working relations within the school and multidisciplinary teams. * You will be required to become proficient in behaviour management techniques including physical intervention. Marchant Holliday School will provide appropriate training. |
| **Specific responsibilities** | * To assist in the teaching of pupils according to their educational needs, including the planning, implementation and assessment of pupils’ work and progress. * To assist in delivering additional learning plans for individual pupils such as additional intervention as directed by the Speech and Language Therapist or Head of Personal Development * To assist in recording the attendance, progress, development and attainment of pupils and keep records in line with school policy and practice. * To contribute to reports (where necessary) for pupils’ statutory assessments, annual reviews, transitions and individual programmes. * To ensure the core areas of learning are reflected in the pupil’s daily teaching and learning experiences. * To ensure high quality of teaching and learning experiences for pupils that meets with the internal and external quality standards * To organise, prepare and update resources and displays in classes and shared areas of the school. * To use a variety of delivery strategies and methods that will stimulate and support learning appropriate to the individual's needs. * To maintain positive behaviour in accordance with the schools’ procedures. * Cover whole class teaching in the absence of the class teacher. |
| **Wider school responsibilities** | * Club time activities * Lunch and play time supervision * Support staff with morning drop off and afternoon pick up when required * Supervise and provide activities for children in the absence of other workers as required. |
| **Safeguarding** | * Work within the requirements of Data Protection legislation at all times. * Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns. * Remain vigilant to ensure all pupils are protected from potential harm by following safeguarding and child protection policies and protocols. |
| **Personal Development** | * Help keep your own knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness * Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school * Take part in the school’s appraisal procedures * To actively engage in Performance Management |
| This job description is not necessarily a comprehensive definition of the post. It is representative only. Other reasonable duties may be allocated from time to time commensurate with the general character of this post and its grading. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the post holder’s role within the school. | |