

**JOB DESCRIPTION**

**JOB TITLE:** Teaching Assistant

**RESPONSIBLE TO:** Headteacher

**ACCOUNTABLE TO:** Headteacher

**PAY:** NJC Grade 3, Pt. 5 - 9 £21,575 - £23,194 (pro rata, term time only)

**STATEMENT OF PURPOSE:**

* To work with the class teacher to support pupils’ effective independent learning and progress.
* To prepare resources and the classroom for planned activities.
* To provide support for all pupils’ learning and care needs (intimate care when appropriate) and having due regard to the health, safety and wellbeing of pupils and colleagues.

**KEY RESPONSIBILITIES**

**LEARNING AND DEVELOPMENT ACTIVITIES**:

* To provide support for learning activities across all areas of the national curriculum and to provide feedback to the teacher on pupil progress with objectives and tasks
* To assist with the timely preparation of resources, activities and the teaching environment ensuring pupil safety. This may include preparing materials to meet individual pupil needs
* To clear up after activities ensuring displays are kept safe and tidy
* To assist in the development of Individual Education Plans and to help pupils advance towards outcomes on the EHCP and to provide feedback on progress
* To assist in implementing and reviewing agreed programmes of work and highlight any concerns to the classroom teacher

**BEHAVIOUR, THERAPY AND PLAY**:

* To implement agreed behaviour management strategies to promote positive behaviour
* To support therapists and pupils before, during and following therapy sessions and to assist with therapies as required
* To provide opportunities for pupils to experience a variety of play environments that stimulate them and provide opportunities for risk, challenge and personal growth
* To support pupils to participate as inclusively as possible in all activities
* To help pupils manage their own feelings and relationships with others

**CARE AND SAFETY**:

* To provide support to pupils’ general welfare, including emergency First Aid, feeding, toileting and changing their clothes as instructed to ensure they are clean, tidy and comfortable
* To be familiar with pupils’ care plans and provide care, encouragement and maintain dignity
* To assist with monitoring of physical wellbeing including pupils’ eating habits to support the development of pupils’ independence.
* To support pupils’ emotional wellbeing, self -reliance self-esteem and resilience
* To assist in intimate care as required
* To assist in the administration of medication to pupils as required and in accordance with their Care Plan and legal guidelines
* To organise and supervise offsite activities and maintain health and safety of pupils when outside the school setting
* To assist in the supervision of pupils during break and lunchtimes and in the use of school transport

**COMMUNICATION**:

* To provide support to communication and interaction needs including facilitating communication for pupils who use augmentative or alternative means of communication
* To support pupils and their families for whom English is an additional language (EAL)
* To establish and maintain effective communication with parents, carers and families about the care and education of their children through Class Dojo, Earwig, review meetings and phone calls

**TEAM WORKING**:

* Assist in the assessment, monitoring and the electronic recording of pupil progress and behaviour linked to a variety of frameworks and the maintenance of record keeping systems
* To provide occasional supervision of a group or class for time limited activities or in an emergency
* To provide cover for colleagues, including in unfamiliar classes across all three sites
* To work flexibly as part of the classroom team and to take part in the support and induction of new staff as well as the annual performance management scheme