

## JOB DESCRIPTION

<b>Job Title:</b>	Teaching Assistant – Level 2 or 3
<b>Responsible to:</b>	SENDco
<b>Grade:</b>	Grade 5
<b>Hours:</b>	32.5 hours per week
<b>Contract:</b>	Permanent, term time only
<b>Disclosure Level:</b>	Disclosure Barring Service – Enhanced Certificate

### **Purpose of job**

To support children and young people to achieve their potential by providing support to overcome barriers to learning.

### **Duties and responsibilities**

#### **Support for students**

1. You will work 1:1 with a student with a hearing impairment, championing their education and wellbeing.
2. Supporting the student in raising attainment. This will also require supporting with their skills development to enable them to achieve their potential.
3. You will work closely with the teaching staff to develop and deliver support and plan and deliver catch up work.
4. Meeting regularly with line manager/Head of faculty to report on the progress of the student, within the agreed monitoring and tracking procedures.
5. Meeting with the student to review their progress and mentor them towards achieving their goals and feeding back the outcomes of these meetings to tutors and other leaders in relevant planning and assessment activities.
6. To keep detailed records of any interventions and support offered.
7. Be responsible for and fully committed to the Safeguarding of Children.
8. Participate in the education of children, including contributing to their health and wellbeing as outlined in the principles of the Every Child Matters agenda.
9. Establish and maintain relationships with individual pupils and groups.
10. Support children with specific needs if appropriate
  - Sensory and/or physical impairment
  - Cognition or learning difficulties
  - Behavioural, emotional and social development needs
  - Communication and interaction difficulties
11. Contribute to Individual Education Plans as appropriate.

#### **Support for the teacher(s)**

1. Observe and report on pupil performance.
2. Contribute to the planning and evaluation of learning activities.
3. Assist in preparing and maintaining the learning environment.
4. Contribute to maintaining pupils' records.
5. Supervise the whole class for a short time in an emergency (normally for a period less than a whole lesson until the teacher returns or alternative arrangements are made) or for a very short period of planned absence less than a whole lesson.



6. Support in organising effective learning environments.
7. Support literacy and numeracy activities in the classroom
8. Support the maintenance of pupil safety and security
9. Contribute to the management of pupil behaviour by
  - promoting school policies with regard to pupil behaviour
  - supporting the implementation of strategies to manage pupil behaviour
10. Provide administrative support, e.g. produce worksheets and administer coursework.

**Support for the school**

1. Contribute to the overall ethos/work/aims of the school.
2. Be aware of and comply with all school policies and procedures in particular those relating to child protection reporting any concerns to an appropriate named person.
3. Support the development and effectiveness of team work within the school environment.
4. Develop own effectiveness in a support role by actively participating in own professional development.
5. Liaise with parents and other agencies as appropriate.
6. Participate and/or lead activities to support attainment of pupils such as reading clubs.
7. All other duties commensurate with the grade and responsibility of the post.

**Support for the curriculum**

1. Support the use of information and communication technology in the classroom

**Reports to:** Head of Faculty

**Special Conditions:**

Attendance at meetings outside of the normal working day e.g. Parents Evening

**General**

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.

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

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the grade and job title

Signed by employee: .....

Date: .....