

Job description for the post of: Teaching Assistant				
Grade: C	Contract Term	Permanent	Full or part time	Part-time (Term time plus one week)
Actual hours: 32.5 hours per week				
Staff responsibility: None	Number of staff directly supervised: 0	Line manager:	Inclusion Manager	
Main focus of this post: to support the education, personal and social development of pupils in the class including those with SEND			Car user? Not essential	
<p>Core Purpose</p> <p>To make a full contribution to the school's core aims:</p> <ul style="list-style-type: none"> ● Develop our pupils to their full potential, academically, socially and personally; to develop inquiring minds with an ability to work constructively as individuals and as part of a team. ● Equip our pupils with the fundamental skills of numeracy and literacy; the skills of oral, aural and visual communication; technological and physical skills; creative and aesthetic skills and the ability to make informed judgments in social, moral, spiritual and cultural matters. ● Develop an awareness and appreciation of our local community and the needs of its people. ● Establish a concern for all aspects of equal opportunities. This includes recognition of responsibilities and respect for others. ● Provide pupils with opportunities to acquire the knowledge, values, attitudes, commitment and skills needed to protect the environment. <p>The purpose of this job is:</p> <p>To work with and support pupils with Special Educational Needs and Disabilities (SEND) as a member of the Pupil Support Team. To ensure students with additional needs are fully included in the life of Witton Park Academy Community and have equal opportunity to fulfil their full potential, promoting the inclusion of all pupils.</p>				
<p>Core duties</p> <p>The description reflects the position at the present time only and may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.</p>				

Key duties:

Support for Pupils

- Working under the direction/guidance of the SENCO and/or designated class teacher to supervise and provide particular support for pupils with additional needs, including (but not exclusively) those with an Educational Health Care Plan (EHCP) or Individual Pupil Resource Agreement (IPRA) by encouraging, prompting etc., to enable them to learn as effectively as possible on their own and in group situations, taking into account the special needs involved.
- To support the pupil(s) in the development of skills, e.g. basic literacy and numeracy skills, communication skills; play and social skills; self-help skills; and emotional development whilst supporting their access to the curriculum through clarification and reinforcement of the subject matter.
- To liaise closely with the class teacher and any external professional as appropriate to support the implementation of any special programme(s) or Individual Educational Plan (IEP) or Pupil Support Plan (PSP) designed for the pupil.
- To monitor pupil progress and report on any achievements, needs or developments during IEP meetings and Annual Review meetings for pupils with an EHCP or IPRA.
- To maintain high quality records of in-class support and of the progress of individual pupils to report on achievements or developments against IEP/PSP targets and to contribute to a review of pupil progress and attend relevant meetings.
- To actively encourage independent learning and social skills of pupils in a class by ensuring effective pupil interaction in the classroom.
- To assist with the development of the pupils(s) basic ICT skills and support the use of a wide range of ICT tools in learning activities.
- To prepare suitable work and differentiate learning resources (e.g. worksheets or sight cards) to enable the pupil(s) to access the learning activity at their appropriate level of understanding.
- To establish a good relationship with parents/carers and to provide information and feedback where appropriate.
- To assist the pupil(s) and their form tutor during registration time.
- To assist any identified pupil(s) with physical, medical and social needs as directed by the Special Needs Coordinator.
- To encourage pupil(s) to engage in activities led by the teacher.
- To help, where necessary, with pupils who are sick, distressed or injured.
- To promote pupil self-esteem and independence through praise and use of the school reward system.
- To assist with the supervision of pupil(s) out of lessons, as necessary for their safety.
- To accompany the pupil(s) on school visits, trips and out of school activities as required.
- To attend relevant meetings and participate in training opportunities and performance development as required.
- To undertake any other broadly analogous duties.
- To create and maintain an orderly and supportive environment by ensuring pupils are supported in form time to be prepared for the school day:
 - Check pupil(s) understanding of the timetable;

- Check pupil(s) are aware of changes to the day e.g. staff absence, events in school
- Check pupils have the necessary equipment for the day
- To assist in the specific medical/care needs of pupils when specific training has been undertaken.
- Support transport needs on school minibus.

Support for the Teacher

- To promote good pupil behaviour, dealing promptly with conflicts/issues and encouraging pupils to take responsibility for their own behaviour, in line with the school behaviour policy.
- To support constructive relationships with parents and carers, in appropriate languages, promoting the school's home/school liaison policy.
- To report pupil achievement, progress and issues in agreed format
- Undertake marking of pupils' work against an agreed marking scheme under the direction of a teacher
- To collate pupil records in liaison with teaching staff, inputting data as required.
- To prepare, maintain and use equipment / resources required to meet the lesson plans / learning activity and assist pupils in their use
- To provide minimal clerical support for teachers e.g. photocopying, filing, collecting money, checking deliveries, administering coursework, production of work sheets for agreed activities
- To administer routine tests and contribute to the invigilation of examinations and facilitation of access arrangements as required.

School

- To be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.
- To work as part of a team and support the role of other people in the team
- To attend and participate in meetings as required
- To undertake personal development and improve own practice through training, observation, evaluation and discussion with colleagues including performance management, and use this to support others
- To assist with the supervision of pupils out of lesson time (before school, break time)
- To accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of a teacher
- To cover tutor time if needed
- To deliver interventions to pupils before, during or after school as directed by the SENCO or Senior Leadership Team.

Additional

- To provide general administrative support where required.

Note: In addition other duties at no higher level or responsibility may be interchanged with/added to this list as required.

Prepared by:

A Burton

Date:

May 2023

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.