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| Post Title | Teaching assistant |
| School | Ash Cartwright and Kelsey School |

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| Reports To | Headteacher/SENCo |
| Level | **KR3** |
| Main Purpose of the Job | Duties and Responsibilities  1. To support the teacher with preparation, display and general classroom duties, including the organisation and development of class planning  2. To implement individual programmes. This may involve writing or contributing to individual provision plans/EHCP’s  3. To assist with the range of education activities designed to meet the needs of the individual or small group of pupils to whom you are assigned.  4. To complete assessments required by the SENCo and class teacher  5. To work within agreed timetables of school and pupil activities and to maintain all appropriate written records as necessary and as directed  6. To monitor and evaluate programmes on a daily basis  7. To attend and contribute to all relevant meetings and case reviews verbally or in writing as directed  8. To work in a multi-disciplinary environment supporting the work of the teacher and demonstrating a positive and supportive attitude to teamwork activities  9. To adopt and follow all school policies and to be aware of Equal Opportunities and Health and Safety legislation  You as an employee are required by the Health and Safety at Work Act 1974 to:   Take reasonable care for the health and safety of yourself and others who  may be affected by what you do or don’t do;   Co-operate with the Company to ensure compliance with the law;  And under the Management of Health and Safety at Work Act 1999 you as an  employee are required to:   Inform your employer of any situation which you consider represents a serious and imminent danger and any shortcoming in the employer’s protection arrangements for health and safety.   Ensure you do not misuse or interfere with equipment  provided for your safety or the safety of others.  10. To participate in training to improve skills and knowledge relevant to the needs of the post.  11. To manage and support students with challenging behaviour, this includes the appropriate use of physical intervention in line with School policy.  12. You will be jointly responsible for the safeguarding of children in our care, it is a requirement of this role that you adhere to all relevant safeguarding policies and procedures.  13. To liaise with other SENCo and any external agencies as may be directed |
| Key Responsibilities | The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job.  *To be familiar with Equal Opportunities good practise and the Council’s requirements for Diversity and to implement this in all aspects of working practice and promote it in the team and workplace* |
| Responsibility for Resources |  |

*This role requires an Enhanced DBS clearance.*