



## Job Description Teaching Assistant (1:1) – KR3

Post Holder:		
<i>The description of the duties, responsibilities and accountabilities for the post of Teaching Assistant (KR3) at Holy Trinity &amp; St John's CEP School have been set out in this job description.</i>		
Responsibility Areas	Teaching Assistant (KR3)	
Accountabilities	A	Generic duties relevant to all members of staff
	B	Undertaking responsibilities as a teaching assistant
Accountable to	Class teacher SENCO Inclusion Leader Headteacher	
Main Duties	See attached information for detailed duties and responsibilities	
Signed		Date:
Signed		<i>Headteacher</i>

### **A - General duties relevant to all members of staff**

To promote the mission, vision and aims of Holy Trinity & St John's CEP School to ensure that each child achieves their full potential

It is expected that all staff work collaboratively to share good practice, resources and ideas and realise the school vision and aims. All staff should act with professional integrity at all times, following the school 'Code of Conduct for Staff' and contribute positively to your own appraisal, and line management. Undertake specific tasks reasonably delegated by the Headteacher.

### **Use of ICT**

ICT must be used creatively to inspire and motivate pupils where it is relevant to do so. All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems. All staff are expected to follow (and ensure pupils follow) the procedures as laid out in the schools ICT and safety policy.

### **Data Protection**

It is essential when working with computerised systems that you are completely aware of your responsibilities at all times under the Data protection Act 1984 (as amended) for the security, accuracy, and significance of personal data held on such systems.

### **Health and Safety**

Employees are required to work in compliance with the schools' Health and Safety policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the school.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environments, including information, training and supervision necessary to accomplish those goals.

### **Safeguarding**

Holy Trinity & St John's CEP School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

All staff are to have due regard for safeguarding and promoting the welfare of children, young people and adults and are to follow the safeguarding procedures adopted by Holy Trinity & St John's CEP School. Any safeguarding issues must be acted upon immediately by informing a Designated Safeguarding Lead (DSL).



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### **B: Undertaking responsibilities as a teaching assistant**

To work under the direction and guidance of the Headteacher, Inclusion Leader, SENCO and Class Teacher to assist in the educational and social development of the named individual pupil, ensuring pupil welfare and progression. To work within the general aims of the school and to contribute towards the overall Christian ethos of the school, paying due attention and regard to the policies. Support the class teacher in the teaching and welfare of the named pupil to ensure they attain the targets set under the provision map/annual review and when appropriate to work with the pupil within a group. Dealing with the pupil's therapeutic, learning, language, behavioural and/or emotional needs. To make full use of Performance Appraisal opportunities

#### **Duties and Responsibilities:**

##### **Support for record keeping and resources:**

Participate in the implementation of Provision Maps (and where applicable Pastoral Support Plans) for the pupil as designed by the teacher and SENCO. Duties will include monitoring the progress of pupils both educationally and socially.

Undertake accurate recording keeping in respect of the pupil's learning, behaviour management, safeguarding etc. (including liaising with therapists) as directed in order to support the teacher deliver the specific learning programmes set for each child. Complete necessary assessments and give required reports for outside agencies and for annual reviews.

Make resources/gather materials for teachers' or pupils' use as directed by the class teacher/outside agencies and assist, where necessary, with the preparation and clearing away of the resources to ensure effective and efficient teaching.

Make sure that equipment/resources/materials are set out on time and as per instructions received and used safely to enable the pupil meet their learning targets.

Be aware of and comply with policies and procedures relation to safeguarding, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.

##### **Support during learning activities:**

Support to be given following the direction of the teacher. To deliver the content of the lesson planned for small groups or the individual.

Assist teacher with learning activities, liaising with the teacher thus ensuring that you understand the objectives of the session.

Understand the assessment and success criteria to be used for each session and the feedback required by the class teacher.

Assist in the national and school-based assessments and their arrangements/special allowances for SEN pupil e.g. SATs, reading and maths tests, end of term assessments

Support the pupil in accessing learning activities, as directed by the teacher, to enable pupil's progress towards their targets. Be aware of and support differences to ensure pupil has equal access to opportunities to learn and develop. Demonstrate curriculum and subject knowledge.



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Provide support for the individual within a group or class situation to enable them to participate fully in class activities; to be prepared to work with small groups of children both in and out of the class.

Work with the individual/group programmes devised by other professionals e.g. Speech therapist, occupational therapist etc.

Implement individual behaviour programmes (IBPs) for the pupil to measure and ensure pupil's wellbeing, health, safety and learning needs are met.

### **Care and support of the pupils:**

To assist in the support and inclusion of named pupil.

Support pupils with emotional and/or behaviour problems and assist with the development of social skills to promote positive behaviour patterns, raise self-esteem and improve independent working.

To have responsibility for all pupils during break times.

To be aware of and observe Health and Safety practices and policies at all times.

Supervise in PE sessions (where applicable) and at play and lunchtimes (as directed) to ensure the continued safety of the pupils.

To assist in the hygiene, medical and the physical need of the individual pupil, and where necessary assist the early years pupils to dress/undress for PE.

Ensure health and safety and good behaviour of pupils (including off-site activities such as trips, swimming and walks.).

Supervise in PE sessions (assisting with dressing and undressing if necessary) and at playtimes to ensure the safety of pupils.

To be aware of and observe Health and Safety practices and policies at all times.

### **Support for colleagues:**

Assist the teacher with observations and monitoring of the progress of the individual pupil.

Participate and supervise pupils in off-site activities as directed by the Headteacher, Inclusion Leader or Class Teacher e.g. educational trips, walks, swimming.

Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.

Liaise with the parents and other agencies involved in the case of the named pupil. With early years/KS1 hand over from and to the parents (as necessary).

To observe strict confidentiality on all matters concerning the pupil and school matters.

Liaise with parents, receiving and handing over to ensure consistency of care and to pass on necessary messages. Keep lines of communication open via conversation or home/school contact book.



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### **Supporting your own Professional Development:**

To keep up with communication systems by checking staffroom noticeboard and messages.

Undertake training and other learning activities and attend relevant meetings, as required to ensure own continuing professional development, including appraisal with line manager.

To review and reflect on your own progress and development.

To be an active participator in the appraisal process

*This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post.*