



## **Job Description**

<b>Job Title:</b>	<b>Teaching Assistant (Fixed Term position)</b>
<b>Responsible to:</b>	<b>SENCO</b>
<b>Grade:</b>	<b>Future Schools Trust Scheme C</b>

### **1. Main Purpose of the job**

To support pupils with EHCPs within the classroom. To prepare resources to support teaching and learning across different areas of the curriculum and help create positive progress for pupils. The role will see some 1:1 work with a pupil in lessons and also working with small groups and whole classes developing them both academically and socially.

#### **This will include:**

- Supervise pupils engaged in learning activities to ensure that the learning objectives set by the teacher are achieved
- Ensure effective engagement techniques are used to uphold the learning environment, applying the school's policies
- Act as a role model and set high expectations of conduct
- Be involved in INSET for own professional development
- Support the use of ICT and other equipment and materials to enable pupils to achieve their learning objectives successfully
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for pupils
- Assist in drawing up and undertaking the delivery of the individual pupil learning programmes, either in withdrawal groups or within the classroom, to ensure delivery of the individuals targets
- Promote positive routines, raise self-esteem and improve independent working in children to assist in their education and growth
- Assist the teacher where necessary with preparation of the classroom and materials to ensure effective and efficient teaching
- Where appropriate, supervise the physical wellbeing of the pupils to ensure their continued safety
- Accompany teaching staff and pupils on the visits, trips and out of school activities



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- Undertake other reasonable duties that are consistent with both the job title and job description and are directed to be completed by the SENCO/their line manager or the Head of School asks them to do.

## **2. Person Specification**

- Successful recent experience of working with children of relevant age.
- Good Standard of Education.
- Excellent interpersonal skills, both verbal and written
- Previous experience of working within a supported learning environment
- Must be able to use own initiative, work independently in an orderly manner, motivate and inspire others with a creative approach to problem solving.
- Understanding of relevant policies, codes of practice, legislation.
- Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment

### **Health and Safety**

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and pupils/pupils.

### **Safeguarding Statement**

Future Schools Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.