**Enterprise Learning Alliance**

**JOB DESCRIPTION**

**Job Title: Teaching Assistant**

**Responsible to: Head of Centre**

**Grade: KS4**

**Location: Enterprise Learning Alliance**

**Job Summary:**

To work with teachers as part of a professional team to support teaching and learning for pupils. Providing learning support to pupils who need particular help to overcome barriers to learning, such as those with learning difficulties and/or behavioural, social, communication, sensory or physical disabilities

**PRINCIPAL ACCOUNTABILITIES**

**SUPPORTING THE SCHOOL**

1. To be aware of school policies and procedures and follow the school’s ethos.
2. Be aware of and comply with policies and procedures relating to child protection, health, safety, behaviour, positive handling, security and confidentiality - reporting all concerns to an appropriate person to ensure pupils’ wellbeing.
3. To attend relevant meetings and contribute to the overall work/aims of the school, supporting the roles of other colleagues and professionals to enable the school to fulfil its development plans.
4. To identify personal in-service training needs and attend appropriate courses.
5. To support teachers in promoting good behaviour in the classroom and across the school
6. To respect the confidentiality of sensitive information divulged by staff, parents and pupils.

**SUPPORTING THE TEACHER**

1. Assist with the Implementation of planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils’ responses as appropriate
2. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
3. Support the teacher in monitoring, assessing and recording pupil progress/activities
4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
5. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
7. Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
8. Understand and support independent learning and inclusion of all pupils as required.
9. Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training
10. Update pupil records
11. Assist with break-time supervision including facilitating games and activities
12. Assist with escorting pupils on educational visits
13. Support pupils in using basic ICT
14. Undertake moving and handling activities as required.
15. Attend to pupils’ personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue)
16. Work with pupils on therapy or care programmes, designed and supervised by a therapist/teacher

**SUPPORTING THE PUPIL**

1. To establish a supportive and trusting relationship with pupils.
2. To be aware of pupils’ individual needs and the strategies most useful for addressing them.
3. To help pupils access the content of a lesson by providing differentiated material and/or clarification and explanation.
4. To motivate pupils and build up their self-esteem.
5. To help with the recording of work.
6. To encourage and keep on task those who find it difficult to concentrate.
7. To help pupils develop organisation skills and become independent learners.
8. To contribute to review meetings and monitoring procedure.
9. To liaise with outside agencies and parents.
10. To work on a one-to-one basis with pupils as appropriate and help them to meet their individual targets.
11. To follow any recommendations in pupils’ behaviour/learning/care plans as directed by the class teacher and/or SENCO.
12. To support the pupils journey to and from school on the school minibus

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 there may vary or be amended in consultation with the post holder from time to time without changing the level of responsibility associated with this post.

**Person Specification**

1. Good English and Mathematics skills (equivalent to GCSE level, minimum C).
2. Successful relevant experience of working with pupils with challenging behaviour.
3. Good ICT knowledge (able to use Microsoft Office confidently).
4. Knowledge of policies and procedures relating to child protection, health, safety, equal opportunities and confidentiality.
5. Ability to manage whole class activities safely and use a range of strategies to deal with pupil behaviour.
6. Ability to communicate in English with pupils and adults at an appropriate level verbally and in written form.
7. Have the ability to relate well to pupils, understanding their needs and being able to respond accordingly.
8. Ability to work as part of a team and to co-operate with other staff.
9. Contribute to group planning, but also be able to work independently and on own initiative.
10. An understanding of classroom roles and responsibilities and the ability to use own personal initiative and to be pro-active in a range of situations.
11. A current first aid qualification or willingness to successfully complete first aid training.
12. Ability and willingness to participate in training activities within and outside school.
13. To be responsible for promoting and safeguarding the welfare of pupils and young people within the school.

Health & Safety

The post holder will:

* Work with due regard to health and safety to themselves and others and will abide by the Enterprise Learning Alliance’s Health & Safety Policy.
* Support the Health & Safety Officer in the identification of potential health & safety risks to ensure that they are rectified appropriately and efficiently.

Confidentiality

* Employees and volunteers are expected to fully comply with the organisation’s confidentiality policy.
* All documents containing confidential information concerning the organisation or other service users or partners or staff shall be immediately surrendered onthe termination of employment or volunteering.

Safeguarding

* It is the responsibility of all employees to make the working environment safe and secure for all.
* Everyone must adhere to the 5 R’s in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral.
* The ELAcan only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.

Signed by Staff Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by Line Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_