**Teaching Assistant**

Job Description

**Line Management:** As per current staff structure

**MAIN RESPONSIBILITY**

To undertake work/care/support programmes to enable access to learning for learners and to assist the teacher in the management of learners and the classroom.

To work under the instruction/guidance of senior/teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for all learners.

**DUTIES AND RESPONSIBILITIES**

**Support for learners**

1. To develop a knowledge of a range of learning support needs and to develop an understanding of the specific needs of the learners to be supported;
2. To supervise and provide particular support for learners, ensuring their safety and access to learning activities;
3. Taking into account the learning support involved, to aid the learners to learn as effectively as possible both in group situations and on his/her own by, for example:

* clarifying and explaining instructions;
* ensuring the learner is able to use equipment and materials provided;
* assisting in weaker areas, e.g. language, behaviour, social skills, reading, spelling, handwriting/presentation;
* helping learners to concentrate on and finish work set;
* meeting physical needs as required whilst encouraging independence;
* assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes;
* developing appropriate resources to support the learners;
* providing support for individual learners inside and outside the classroom to enable them to interact with others and engage in activities led by the teacher.

1. To establish a constructive relationship with the learners and interact with them

according to individual needs;

1. To promote the inclusion and acceptance of all learners;
2. To set challenging and demanding expectations and promote self-esteem and
3. independence;
4. To provide the necessary pastoral care to enable learners to feel secure and
5. happy;
6. To provide feedback to learners in relation to progress and achievement under the guidance of the teacher;

**Support for teachers**

1. Assist with the class teacher (and other professionals as appropriate), in the development and planning of a suitable programme of support for learners;
2. Monitor learner’s responses to learning activities and accurately record achievement as directed;
3. Provide detailed and regular feedback about the learners to the teacher;
4. Contribute to the maintenance of learner’s progress records including case studies and data assessment programmes;
5. Participate in the evaluation of the support programme;
6. Promote good behaviour, dealing promptly with conflicts and incidents in line with established policy, and encourage learners to take responsibility for their own behaviour;
7. Establish constructive relationships with parents/carers;
8. Administer routine tests and undertake routine marking of learner’s work;
9. Support class teachers in photocopying and other tasks in order to support teaching

**Support for the Curriculum**

1. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to learner responses;
2. Undertake intervention programmes linked to the learners agreed intervention schedule, recording achievement and progress, and feeding back to the teacher;
3. Support the use of ICT in learning activities and develop learners’ competence and independence in its use;
4. Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum.

**Support for the school**

1. Be aware of and comply with the procedures relating to safeguarding, learner protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
2. Be aware of and support difference and ensure all learners have equal access to opportunities to learn and develop;
3. Contribute to the overall ethos/work/aims of the school;
4. Appreciate and support the roles of other professionals;
5. Attend and participate in relevant meetings as required;
6. Where appropriate develop a relationship to foster links between home and school;
7. Liaise, advise and consult with other members of the team supporting the learner as appropriate;
8. Contribute to reviews of learner’s progress as appropriate,
9. Set a good example in terms of dress, punctuality and attendance;
10. Prepare and present displays of learner’s work as required;

**The job holder is required to undertake other duties from time to time as required by the Headteacher which may include attendance at your place of work outside of the term time teaching commitment.**

**You are required to comply with all Health and Safety guidance within your areas and rooms and to work collaboratively with your colleagues to maintain a health and clean environment.**

**Standards and quality assurance**

1. Support the aims and ethos of the School and College;
2. Set a good example in terms of dress, punctuality and attendance;
3. Uphold the School and College behaviour code and uniform regulations;
4. Participate in and provide staff training within areas of responsibility and experience.
5. We expect all Teaching Assistants to adhere to the Professional Standards for Teaching Assistants

<https://www.unison.org.uk/content/uploads/2016/06/TA-Standards.pdf>

**Arrangements for appraisal of performance**

The role of the Specialist Teaching Assistant will be monitored through the schools performance management programme by the line manager.

**Supervision**

To engage with the formal process of supervision within the school in which the workload and performance of the Specialist Teaching Assistant is constructively analysed and reviewed each term.

**Equality and Diversity**

Be aware of and support difference and ensure that the schools equalities and diversity policies are followed.

**Safeguarding**

Be aware of and comply with policies and procedures relating to Safeguarding, Child Protection; Health and Safety; Confidentiality; and Data Protection and report all concerns to the Headteacher, or a member of the safeguarding team.

The jobholder is required to contribute to and support the overall aims and ethos of the Ripplevale School and College. All staff are required to participate in training and other learning activities, and in performance management, supervision and development as required by the colleges policies, practices and development plan.

|  |  |  |
| --- | --- | --- |
| Signed |  | JOB HOLDER |
| Printed Full Name | Natalie Christie |  |
| Dated | 2024 |  |
| Signed |  | HEAD TEACHER |
| Printed Full Name |  |  |
| Dated |  |  |