

Job Description – Veritas Teaching Assistant

Salary scale: Veritas Range 4

The education and welfare of children in accordance with the requirements and conditions of Veritas Multi Academy Trust's *Pay and Conditions Document*, having due regard to the requirements of the policies and procedures of the school and Veritas Multi Academy Trust. To uphold the vision statement and values for both the school and Veritas Multi Academy Trust.

Status of the post

This is a support post within the school's staffing structure. The postholder is accountable to the Headteacher and responsible for upholding the vision and values of the school and trust.

Main purpose of the post

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

Professional Responsibilities

The postholder will be required to exercise their professional skills and judgment to carry out, in a collaborative manner, the professional duties set out below:

Key duties and responsibilities:

1. Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher
2. Support pupils to understand instructions support independent learning and inclusion of all pupils
3. Support the teacher in behaviour management and keeping pupils on task
4. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
5. Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment

Teaching Assistants in this role may also undertake some or all of the following:

1. Record basic pupil data
2. Support children's learning through play
3. Assist with break-time supervision including facilitating games and activities
4. Assist with escorting pupils on educational visits
5. Support pupils in using basic ICT
6. Invigilate exams and tests
7. Assist with 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.
8. Physically assist pupils in activities (may involve some lifting, where mobility is an issue)
9. Assist with pupils on therapy or care programmes, designed and supervised by a therapist / teacher
10. Undertake any tasks as deemed appropriate by the Head Teacher

As a member of the Veritas Multi Academy Trust, it is an expectation that you conduct yourself with the highest standards of professionalism with our children, school community and outside agencies.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

- *Each member of staff is responsible for drawing the Headteacher's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.*
- *All staff need some understanding of health and safety issues even if they do not go on specific courses but information can be cascaded down from others who do know.*
- *Staff will be expected to have knowledge on what to do when an accident or violent incident occurs, know the fire and first aid procedures and understand the basics of infection control and manual handling.*
- *All staff have a personal responsibility for the health and safety of themselves, their colleagues, pupils and visitors. These are specified more precisely within the Health & Safety Policy.*
- *All staff have a duty in law under the Management of Health and Safety Regulations 1999 to report any shortcomings in the employer's health and safety arrangements for the protection of people at work and who may be affected by them.*

This document will be reviewed annually in the Autumn Term when performance targets are set but a review may be requested, at any time, by the employee.

Budget Accountability

Not responsible.

To Whom Responsible:

SEND coordinator and Team Leaders.

This job description may be amended at any time after discussion with you, but in any case will be reviewed during the performance review cycle.

Signed: Date:

Signed: Headteacher

Your job description is intended as a reference document which identifies your main responsibilities and activities and is not a comprehensive list of all roles, responsibilities and duties undertaken.