



## Job Description

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**Job title:** Teaching Assistant  
**Reports to:** SENCO  
**Location:** The Hundred of Hoo Primary Academy

### Job purpose

To assist the learning and personal development of the pupil with complex needs and/or disabilities to whom you are assigned, to enable her to make best use of the educational opportunities available to them.

### Key responsibilities

All responsibilities and duties to be undertaken at the direction of, and in conjunction with teaching staff and the SENCO.

To aid the pupil to learn as effectively as possible both in group situations and on her own by, for example:

- Prepare or pre-teach the individual pupil to ensure that they are able to fully engage with learning. This will include reminding them of previously learned strategies
  - Ensuring the pupil can effectively access their learning by simplifying or presenting work in a range of different ways
  - Assist the pupil to attend lessons punctually and prepare them to learn
  - Provide, and as appropriate develop, additional resources, models or images to assist students with their learning
  - Support the use of specialised equipment within a learning environment
  - Identify and signal transitions, preparing the pupil for change
  - Assist in the development and delivery of structured programmes of learning for the individual pupil
  - Enable the pupil to meet their personal and therapeutic needs
  - Support the pupil with their interaction with peers to ensure that learning is effective
  - Assist the individual pupil to engage in independent and self-directed learning
  - Support assessment processes, monitor, record and report outcomes, amending work appropriately.
- Liaise with class teachers, SENCO and other professionals about the pupil's Education and Health Care Plan (EHCP), contributing to the planning and delivery as appropriate
- Contribute towards evaluating pupil attainment and progress so that the information can be used to plan future learning activities
  - Be fully aware of individual student targets and provide the necessary advice, support and guidance to enable them to be achieved
  - Actively promote the adherence to Academy rules and guidance by students, particularly related to Attitudes to Learning
  - To respect the confidential nature of all information acquired in the performance of the job, either verbally or in writing
  - Take part in the Academy Performance Management process

### Person specification

- Excellent interpersonal and communication skills
- Creative and the ability to be innovative in finding solutions

- A good knowledge of IT skills
- Enthusiasm and energy
  - The ability to think reflectively
- A commitment to personal and social development of self and others
- Resilience and the ability to remain calm under pressure
- The ability to meet deadlines
- A team player
- A sense of humour
- Effective organisational skills
- A good knowledge of educational issues
- Experience of working in a school

## **Safeguarding of students and Duty of care**

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

## **Notes**

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.