

JOB DESCRIPTION

Post: Teaching Assistant

Responsible to: Senior Leadership Team

Salary: D2 (£18,426 - £21,166) plus SEN allowance £1,289 pro-rata, 39 weeks (term time only)/33 hours per week.
Special Conditions Applying: Required to attend all training and INSET days

Shaping the Future

- To promote and ensure access and achievement in accredited courses and 'Lifelong Learning'.
- To support all professionals to deliver service and provision that will ensure high-level achievement for all young people.
- To help support, develop and promote cutting edge packages of education and training to meet the needs of individual children and young people.
- To support with innovative, creative and outstanding interventions to help pupils make outstanding progress, academically and socially.
- To be professional and accountable and promote the values and ethos of the school.
- To become a reflective and responsive professional through participation in good quality supervision and Performance Management.
- To contribute to effective data collection, monitoring and analysis to support the diverse and complex needs of our young people.
- To be able to respond to a continually changing educational environment in order to demonstrate excellence in inclusive practise.
- Ensure the integrated and coherent delivery of all children's services, paying particular attention to safeguarding and standards.

1 KEY RESPONSIBILITIES

- 1.1 Supervise and support pupils ensuring their safety and access to learning both indoors and outdoors.
- 1.2 Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- 1.3 Promote the inclusion and acceptance of all pupils.
- 1.4 To support assessment, planning and differentiation to meet the needs of all young people and ensure consistent delivery across all Key Stages, the National Curriculum and across all accredited courses.
- 1.5 To support the culture and ethos of the school demonstrating leadership, management and a shared/collective responsibility for the outcomes and achievements of all the young people.

- 1.6 To help build and maintain a high profile and quality service through reflective and professional practice.
- 1.7 To be flexible and responsive to ensure you can meet the changing needs of the Parallel Learning Trust.
- 1.8 Ensure effective communication with all professionals (internal and external).
- 1.9 Ensure that service provision meets with all relevant legislation and statutory guidance. To undertake direct work at Schools within our trust, other schools and organisations, as required, promoting collaborative community working.

2. SPECIFIC RESPONSIBILITIES

- 2.1 Ensuring knowledge of Education, Health and Care Plans and individual learning needs for the SEN pupils within the class
- 2.2 Work with the class teacher to understand the level of support/tasks for the lesson
- 2.3 Help teaching staff with the preparation of resources that are needed for particular lessons
- 2.4 Support with the monitoring of individual student progress, readiness for learning and differentiation.
- 2.5 Supporting the teacher to deliver objective and consistent practice.
- 2.6 Work with the school behaviour policy and ensure all classroom management practice is adhered to.
- 2.7 To help identify and evidence a need for support and inclusion packages and contribute to reports.
- 2.8 To support and develop access to both academic and vocational educational programmes.
- 2.9 To participate in arrangements for the appraisal of performance.
- 2.10 To support with the operational and strategic targets as detailed within the school Raising Achievement Plan (RAP).

- 2.11 To contribute to and participate in the school's Continued Professional Development (CPD) programme.

3 HEALTH & SAFETY

- 3.1 You must be prepared to be responsible for the implementation of, and compliance with, the provisions of legislation relating to the Health & Safety.
- 3.2 Attend and Health and Safety training, both compulsory and relevant to the RAP and your job role.

4. EQUAL OPPORTUNITIES

- 4.1 To contribute to the development, establishment and implementation of clear Equal Opportunities objectives for the service, which promote equity for all service users and members of staff and formulate equality targets and performance measures for both employment and service delivery.
- 4.2 To promote and monitor development and anti-oppressive services which are ethically, religiously sensitive and recognise issues of disability in accordance with legislation and Parallel Learning Trust policy.
- 4.3 To promote a positive approach to all potential and existing service users and ensure that services under the posts control reflect this approach.

This job description will be supplemented by annual target based outcomes, which will be developed in conjunction with the post holder. It will be subject to regular review and the duties listed may be added to or amended.