



## JOB DESCRIPTION

### POST: TEACHING ASSISTANT KR4

**RESPONSIBLE TO:** THE HEADTEACHER, THE GOVERNORS OF THE SCHOOL AND THE LOCAL AUTHORITY

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#### JOB PURPOSE

To work with teachers as part of a professional team to support teaching and learning for SEN 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

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#### ROLES AND RESPONSIBILITIES:

- Assist with the Implementation of planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Support the teacher in monitoring, assessing and recording pupil progress/activities
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
- Understand and support independent learning and inclusion of all pupils as required.

In addition, Teaching Assistants in this role will also undertake some or all of the following:

- Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training
- Update pupil records
- Assist with break-time supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Support pupils in using basic ICT
- Undertake moving and handling activities as required.
- 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)
- Work with pupils on therapy or care programmes, designed and supervised by a therapist/teacher

Teaching assistants are expected to:

- ✓ Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- ✓ Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.
- ✓ Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development
- ✓ Understand equal opportunities and deal with all pupils and work colleagues fairly, regardless of race, colour, sex, disability, age or religious belief
- ✓ Understand that behaviour in, and out of school can impact on the reputation of the school and the role of teaching assistants as a whole.

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#### JOB CONTEXT

- TAs will be expected to work effectively with the whole class, individual pupils and/or small groups under the direction and supervision of a class teacher or Inclusion manager.
- They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management.
- TAs would also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims.
- The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person.
- The post holder must have good communications skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.
- Good influencing skills to encourage pupils to interact with others and be socially responsible.
- Teaching Assistants provide support to teachers and schools allowing qualified teachers to make even more effective use of their time, professional knowledge, skills and understanding.
- TAs contribute to pupils' learning and will have a significant impact on pupils' achievement and well-being.

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#### NECESSARY EXPERIENCE

- Good standard of general education (i.e. NVQ level 1 or equivalent) together with good numeracy and literacy skills.
- Previous experience (1-2 years) of working with children.
- Specialist training such as Dyslexia, ASC, Social Communication, Sounds Progress, Toe by Toe, Manual Handling, Physical Restraint of pupils, feeding by gastric tube etc.
- Use basic technology (computer, IWB, photocopier)
- Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
- Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
- Good influencing skills to encourage pupils to interact with others and be socially responsible.
- First Aid qualification.

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#### PERSONAL CHARACTERISTICS

It is expected that a Teaching Assistant at KR 4 fulfils *Hay Group Leadership Characteristics and Competencies* at level 1 as standard and is working with in Level 2.

Specific attributes will include:

- Creating a Learning Environment
- Expressing positive expectations
- Setting boundaries
- Making expectations clear
- Sharing information
- Setting own standards
- Acting fairly and consistently
- Adapting procedures

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.

**SIGNED BY POST HOLDER** \_\_\_\_\_ **DATE** \_\_\_\_\_