Job Description *Teaching Assistant (Scale 3)*

This post is directly responsible to Class Teachers, School SENDCo and Year Group Leads.

KEY PRIORITIES

- To work with the Class Teachers/SENDCo to support OUTSTANDING progress for all pupils.
- To follow our school's behaviour policy to promote excellent learning behaviours for all pupils.
- To support Class Teachers/SENDCo to ensure classroom environments provide OUTSTANDING support for all pupils.
- To support Class Teachers/SENDCo to ensure high quality resources are available for all learners.
- To ensure our school provides equal opportunities in all aspects of its work.

MAIN RESPONSIBILITIES

SUPPORTING LEARNING

- Work with individuals and small groups on specific activities under the guidance of the Class Teacher and/or other lead person.
- Assist with work programmes and written observations and records on individual's progress.
- Assist Class Teachers with supporting pupils' individual education plans, both indoors and outdoors.
- Assist in the preparation of the classroom, resources, equipment and technology for use by pupils.
- Support pupils in physical activities (P.E., drama etc) as required.

MANAGING BEHAVIOUR

- Motivate and support pupil(s) to remain on task and complete work in a focused way (following our school's behaviour policy).
- Accompany and support pupil(s) on outings from school as necessary.

COMMUNICATION

- Share information about pupils' personal and educational needs to the Class Teacher and other staff as appropriate.
- Be proactive in having up to date knowledge of school communication information.
- Contribute to team meetings and review meetings as directed by the Class Teacher.
- Communicate effectively with the class teacher on a daily basis.

SUPPORTING PUPIL WELFARE

- Provide personal care and assistance for pupils who require such support. This may include assisting with oral and personal hygiene including changing nappies/pads and facilitating incontinence programmes, feeding or assisting with feeding pupils safely and hygienically, and supporting pupils during break and lunch times as appropriate.
- Attend to minor accidents at school, where appropriate training has been given, and supervising unwell children at the direction of the Headteacher.
- Follow our school safeguarding policy to ensure all pupils are kept safe both in school and beyond school.
- Maintain the health and safety of pupils and colleagues in the school by assisting in maintaining a clean and tidy environment and reporting any hazards that cannot be dealt with.

DEVELOPING SELF

- Undertake training and attend INSET days in accordance with contractual requirements.
- Take an active role in own performance management.

OTHER DUTIES

- Follow our School's Equal Opportunities policies.
- Maintain confidentiality and observe data protection and associated guidelines.
- Assisting with any other duties of a similar level or responsibility as required by the Executive Headteacher or Headteacher

Signed (member of staff): _____ Date: _____