



**JOB DESCRIPTION**

**Post details:**

<b>Job Title:</b>	<b>Teaching Assistant</b>
<b>Grade:</b>	<b>Scale 6 Point 16 - 20 32.5 hours per week, Term Time only</b>
<b>Department:</b>	<b>Woodbridge Park Education Service</b>
<b>Division/Section:</b>	<b>Children and Adult Services</b>
<b>Line Manager:</b>	<b>Lead Teaching Assistant</b>

**Main purpose of the job**

- To support students with complex behaviour issues, mental health and medical needs and those with SEND, including ASD
- To contribute towards a positive learning culture that promotes success and personal well being for all students and staff

**Supervisory responsibility**

None.

**Main responsibilities and tasks**

**A. SUPPORTING THE STUDENT**

**1. To provide academic support by: -**

- To work with children in their usual lessons, one to one, or in small groups outside of lessons as directed and planned by a Teacher
- To support in off-site provision, including one to one delivery of learning, as directed by a member of the teaching staff
- Clarifying and explaining instructions
- Ensuring the student is able to use equipment and materials provided
- Motivating and encouraging the student as required
- Assisting in weak areas, e.g. language, behaviour, reading, spelling, handwriting/ presentation
- Helping students to complete work set
- Meeting physical needs as required whilst encouraging independence
- Liaising with the class teacher devising complimentary learning activities
- Making and maintaining appropriate resources under the direction of class or support teacher

**2. To provide social support by:**

- Establishing a supportive relationship with the students
- Encouraging acceptance and integration of students with special needs
- Promoting and reinforcing students' self-esteem

- To assist the student in developing appropriate behaviour
- Under the direction of appropriate professionals to assist in meeting the particular needs of the student, e.g. Educational Psychologist
- Establishing good relationships with parents and carers where appropriate
- Being responsible for promoting and safeguarding the welfare of students at the Centre

## **B. SUPPORTING THE TEACHER**

- To assist in the development of a suitable ISP
- To maintain the students' support records for lessons attended
- To provide regular feedback about the student to the teacher

## **C. SUPPORTING THE SCHOOL**

- To work alongside teacher tutor as part of the pastoral tutoring system
- To develop a relationship to foster links between home and school where appropriate
- To liaise, advise and consult with other members of the team supporting the student when appropriate
- To contribute to reviews of the students' progress
- To attend relevant in-service training
- To follow school procedures and policies
- To work in a confidential manner at all times
- To adapt to a variety of education settings for the service, off-site and in supporting students reintegrating into mainstream schools
- Adhere and comply with school financial regulations
- Promote a positive image of the school in all contact with students, employers and professional bodies
- Carry out any other reasonably comparable duties that may be required from time to time
- Assist with supervision of students outside lesson time
- To take part in the Service's Appraisal system in order to identify strengths and undertake relevant professional development to meet individual and service needs.

### **General:**

1. Comply with statutory Data Protection and Freedom of Information requirements, and implement good practice in data handling processes.
2. Comply with Health and Safety legislation and policies and Equal Opportunities policies.
3. To be aware of and comply with policies and procedures of the school including those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
4. To contribute to the review of the school policies as appropriate.
5. To attend relevant meetings and participate in training opportunities and performance development as required for the effective delivery of the role.
6. To undertake, within reasonable parameters, other duties and responsibilities as required from time to time commensurate with the grade and seniority of the post.
7. To undertake any other broadly analogous duties or other reasonable duties as directed by the Headteacher.
8. To undertake a commitment to continuing opportunities for further professional development.

N.B. Succession planning is implemented within the school and therefore support posts may vary or rotate periodically and temporary redeployment to another post may be necessary, for example during restructuring or whilst vacancies are being filled.

The duties of this post may change and develop over time. SLT will review this document periodically with the post holder (normally annually in the week allocated for Performance Management) and propose amendments for consideration by the Headteacher when necessary. Any changes need to be authorised by the Headteacher.

**Responsibility for resources**

Responsible for the proper use and safekeeping of equipment, keys, passes, post, and other school property related to the role.

**School Standards**

**Equal Opportunities**

The school has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work. We welcome applications from all sections of the community, irrespective of religion, race, age, colour, gender, sexuality or disability.

**Health and Safety**

The school is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

**Confidentiality, Data Protection**

The school is committed to maintaining privacy of all its staff, pupils and stakeholders. It expects all staff to handle all individuals' personal information and confidential school information in a sensitive and professional manner, including at the point of disposal of data and data storage devices. This post deals with highly confidential and sensitive data and there are particularly rigorous expectations about confidentiality and data protection. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have. All staff must comply with policies regulating the proper use of computers, email and the internet.

**Safeguarding / Child Protection**

The school is committed to maintaining appropriate professional standards at work and safeguarding children. It expects all staff to familiarise themselves with and adhere to the 'Code of Professional Conduct' and all safeguarding and child protection guidance, policies & procedures. The post holder is responsible for formally notifying the Headteacher directly of any changes to status and must, for safeguarding reasons and at the earliest possible time, disclose all new information about cautions, reprimands, final warnings, police enquiries, pending prosecutions, convictions, criminal charges or summonses subsequent to the last DBS Enhanced disclosure.

**Signatures – Post Holder and Line Manager**

We have reviewed the contents of this job description to ensure understanding of what is required in this post.

Signed.....  
*Post Holder*

Dated:.....

Signed.....  
*Line Manager*

Dated:.....

