



The Park Schools Federation Teaching Assistant Job Description

Job Title:	Teaching and Learning Assistant
Grade:	Grade 7 (SCP 20-23)
Hours:	32.5 per week
Responsible to:	The Executive Headteacher and Deputy Headteacher
Liaison with:	Senior Leadership Team Teaching Staff Teaching & Learning Assistants Professional Staff Involved in the Education of Children Parents
Main Purpose of the Post:	To carry out duties and responsibilities within the guidelines of the Derbyshire County Council agreed framework for Teaching Assistants and the Education Act 2002, with particular regard to the regulations made under section 133 and the statutory responsibilities of the Governing Bodies of schools.

Working under the guidance of the Teacher/Senior Leadership Team to:

Duties and Responsibilities:

Support for Teachers

- Establish constructive relationships and communicate with relevant professionals, in liaison with the teacher to support pupils' learning and progress.
- Work closely with the class teacher to contribute to the management of pupils' behaviour, maintaining order and an appropriate working environment, including implementation of the schools Behaviour Policy.
- Report to teachers on the learning, outcomes and behaviour of pupils during lessons and any issues arising.
- To plan and deliver specific intervention strategies and programmes
- Assist with setting out learning materials/resources.

Support for Pupils

- Support pupils during all learning activities and provide access to the curriculum e.g. 1:1 or group work, during specific learning activities.
- Establish and promote productive relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion of all children within the classroom and school.
- Establish constructive relationships and communicate with relevant professionals, in liaison with the teacher to support pupils' learning and progress.
- To meet the physical/medical needs of the pupil according to a pupil's individual care plan whilst encouraging independence wherever possible.
- To encourage good personal hygiene and assist with necessary self-help skills e.g. feeding, toileting, dressing.
- Effectively communicate the work to the pupils and ensure that pupils are aware of the teacher's expectations.

- Assist in the development of and implementation of IEPs, behaviour plans and personal care plans for pupils, as necessary.
- Encourage pupils to interact and work co-operatively with others to ensure all are engaged and on the set task
- Observe and report on pupil performance, including updating relevant records at agreed timescales.
- Ensure the health, safety and welfare of pupils is maintained at all times by understanding and complying with the school's Health and Safety Policy.
- Provide comfort and immediate care in case of minor accidents and report serious incidents to the appropriate person for action.
- Promote the social and emotional development of pupils.
- To plan, teach and track the progress of pupils against targets at agreed time intervals, according to their individual educational needs
- Monitor and record children's progress, attainment and development.
- Plan, deliver and resource learning activities under the direction and guidance of the class teacher
- Respond knowledgeably to any questions from pupils about process and procedures.
- Differentiate the delivery of the learning activities through appropriate questioning, support or extension.
- Assess the outcomes of children's learning and identify next steps on the child's learning pathway including Additional Needs.
- Monitor children's progress closely and identify children with additional needs including Gifted and Talented, Special Educational Needs and barriers to learning.
- Under the direction of the class teacher support visiting students who may be work shadowing.
- Hold a paediatric first aid certificate.
- Provide support for multi-lingual/bilingual pupils e.g. help pupils to access the curriculum and support the development of target language.

Support for the Curriculum

- Apply subject knowledge to deliver Literacy and Numeracy interventions to raise attainment.
- Support the use of ICT in the classroom.
- Develop knowledge of the curriculum and schemes of work and contribute ideas to develop learning.
- Support learning through the development and production of work related tasks and resource materials.
- Accompany teaching staff and pupils on educational visits.

Support for the School

- To support, and actively contribute to the safeguarding of all children and young people
- Contribute to the overall ethos, aims and work of the school.
- Be aware of, uphold and contribute towards the development of the school's policies and procedures.
- Participate in appropriate school-based meetings
- Be committed to appropriate continual professional development and training activities.
- Undertake any administrative duties relevant and appropriate to this role.
- Take an active part in appraising your work against agreed priorities and targets in accordance with the school's supervision arrangements.
- Maintain confidentiality at all times and observe Data Protection Guidelines.
- Undertake and contribute to the risk assessments of the environment, ensuring all pupils and staff are safe.
- Understand and comply with the school's equal opportunities and other policies.
- Deal with any immediate problems and emergencies in accordance with the school's policies and procedures.
- Contribute to all aspects of developing an outstanding provision.
- Communicate any problems and concerns and possible solutions.

- Co-operate and support your colleagues.
- Carry out any other duties that may reasonably be regarded as within the nature of the duties, responsibilities and grade of the post.