



## JOB DESCRIPTION

<b>Job Title:</b>	Teaching Assistant
<b>Grade:</b>	2 - SCP 15-17
<b>Salary:</b>	£18795 - 19171 Pro Rata – depending on length of service and experience
<b>Hours/Week:</b>	15 hours per week over 2 days, term time only 1 year, Fixed Term
<b>Job Location:</b>	Highfield Academy
<b>Responsible to:</b>	Head of School

### Purpose of Job:

- To support and assist teachers as part of a professional team to contribute to raising standards of pupils' achievement and to undertake a range of learning activities under the professional direction and supervision of qualified teachers and/or senior colleagues, in line with the school's policies and procedures.

### Principle Responsibilities

- Providing support for pupils, teachers and the whole school as outlined below.

### Main Duties

#### Support for the Teacher

- Assisting in the preparation and reproduction of learning materials and the management of resources.
- Assisting in the deployment and setting up of equipment and resources and making them ready for use in order to organise the teaching environment.
- Overseeing the care and cleanliness of the teaching environment, equipment, apparatus and materials.
- Assisting in the preparation of display materials and the copying and duplication of teaching materials.





- Supporting teaching staff or senior colleagues with routine administration ie. filing reports, distributing leaflets and reports
- Contributing to the assessment of pupils' progress and development as directed by the teacher through observations, basic record-keeping and discussion with the teacher (for example contributing evidence to the planning and production of Personalised Plans).

### Support for the Pupil

- Supervising the use of equipment as required to maintain pupils' needs, and support their participation in learning tasks and activities.
- Assisting in ensuring that the length of time spent on tasks and activities is consistent with the individual pupil's needs and according to instructions.
- Assisting pupils to carry out programmes set by teaching staff.
- Assisting individual pupils or small groups of pupils in classroom activities under the specific direction of the teacher and/or other support staff.
- Supporting all pupils included in a mainstream setting, support base, home base or special school, or any other learning environment as appropriate.
- Maintaining awareness of pupils' needs and targets.
- Assisting with distressed children under the general direction of teaching staff or other members of the support staff.
- Assisting in the provision of activities for the fullest development of the pupils which may involve work outside the school base and in the local community.
- Undertaking duties in connection with personal hygiene and welfare of pupils as directed by the teaching staff.
- Working with children one to one or in groups.

### Support for the School

- Assisting in maintaining a safe environment for pupils and staff.
- Accompanying teachers and classes on educational visits as required.
- Assisting in the supervision of pupils during the day and in the playgrounds/school grounds as required across school breaks.





- Assisting in ensuring that pupils adhere to the behaviour policy of the school and providing feedback to teaching staff and senior colleagues on the effectiveness of strategies used.
- Contributing to preparing reports on pupils as appropriate.
- Liaising with parents and other parties as required.
- Contributing to the whole School's Self Evaluation process.

### General Requirements

- Attending and participating in training and development activities as required.
- Participating in professional development and review.
- Assisting teaching staff or senior colleagues in escorting pupils home as and when required, as directed by the teaching staff.
- Attending meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies.
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the local education authority.

### Professional Values and Practices

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
- In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.





- Working within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.

The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

The postholder must act in compliance with data protection principles in respecting the privacy of personal information held by the trust.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of trust records and information.

The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies.

The postholder must comply with the Trust's Health and Safety rules and regulations and with Health and Safety legislation.

