



JOB DESCRIPTION

Post Title	Teaching Assistant		
Grade	4		
Salary	£18,426 - £19,171 (pro rata £13,053 - £13,580)	SCP	13 – 16
Hours	37 hrs Full-Time, Term-Time	Contract	Permanent

Responsible to: The SENCo

Statement of Purpose

To work under the direct instruction of the SENCo providing support for learners both inside the classroom and within the Inclusion Centre. Work may be carried out in the classroom or outside the main teaching area to ensure student make good progress and barriers to learning are minimised. Demonstrate a passion for inclusion and inclusive practice.

Support to Pupils

- Provide pastoral support to pupils within the school environment.
- Assist children in matters of personal needs and their general health including first aid and welfare matters.
- Provide structured support in accordance with specific work programmes designed to maximize learning.
- Lead intervention to ensure barriers to learning are minimized, encouraging resilience and a drive for success.
- To contribute to raising standards by ensuring high expectations are promoted for pupils.
- Involvement in the implementation of Pupil Passports/Plans.
- Provide general support to pupils, ensuring their safety, by complying with good H&S practice.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Encourage pupils to interact with others and engage in activities led by the teacher.

Support to Teacher

- Provide structured support in order that students make good progress from their starting points.
- Support the SEN department in the creation and development of Pupil passports and plans.
- Assist in maintaining classroom discipline through the implementation of the schools behaviour management strategies.
- Provide support to pupils to achieve learning goals, e.g. guided reading and other such personalized interventions.
- Supervise pupils for a particular curriculum activity under the supervision and guidance of a qualified teacher.
- Assist the teacher with the planning of learning activities.
- Assist the teacher in monitoring pupils' responses to learning activities and accurately record achievement/progress as directed.
- Co-ordinate and organise pupils attending extra-curricular activities/work experience or other out of school activities under guidance of teacher.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Provide general admin support, for classroom activities e.g. produce worksheets for agreed activities etc.

Support to Curriculum

- To provide support in literacy/numeracy/SEN strategies.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Contribute to curriculum planning, evaluation and implementation.
- Contribute to development of school policies and procedures by participation in working groups.
- Contribute to the development, preparation and dissemination of appropriate materials.

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**The Shaw Education Trust and the Academy Council are committed to safeguarding
and promoting the welfare of children.**

This post is subject to Enhanced Disclosure procedures