

# Edward Peake C of E (VC) Middle School

Headteacher: Miss Z J Linington



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*This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.*

## **JOB DESCRIPTION**

**TITLE:** Teaching Assistant

**RESPONSIBLE TO:** SENDCo/ Headteacher

**JOB PURPOSE:** Under the instruction and guidance of teaching staff/managers, to undertake educational activities and attend to the educational, personal and social needs of pupils in order to support their learning and development and to ensure their safety.

## **MAIN RESPONSIBILITIES:**

### **Support for Pupils**

1. To attend to the educational, personal and social needs of pupils and any other requirements depending on the pupil's special needs and, wherever possible, make these part of the learning experience;
2. To promote and support the inclusion of all pupils in the learning activities in which they are involved, clarifying instructions, encouraging independent learning and behaviour and enabling learning targets and outcomes to be achieved;
3. Whilst there may be a specific requirement to support a named pupil or pupils with an Education and Health and Care Plan, support for other pupils may also be required, at the direction of the Headteacher or SENDCo;
4. To run specific programmes and activities with pupils, as directed;
5. To assist in the preparation of learning activities, materials and resources to support aspects of the curriculum or particular learning outcomes.

### **Support for Teachers**

1. To arrive to lessons fully prepared and in a timely manner;
2. Within the overall plan set by the class teacher to assist in devising and extending educational activities and in preparation of the curriculum;
3. To contribute to the development and implementation of Personal Learning Plans/Send Support Plans/Provision Maps;
4. To help assess and systematically record pupils' progress and achievements, using the results of this monitoring in further support work;

5. To efficiently prepare, maintain and use classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient use of school resources (this may include photocopying, arranging displays of work etc).
6. To assist in maintaining classroom discipline by working with individuals and groups of pupils in developing expectations of acceptable personal and social behaviour and help make them part of the learning experience;
7. Administer routine tests and assessments as directed by the class teacher or SENDCo;
8. Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of a teacher.

### **Support for the Curriculum**

1. To support the teaching of literacy, numeracy or other specific curriculum areas/specialisms as required and agreed with the SENDCo / Headteacher.

### **Support for the School**

1. To contribute to the overall ethos, work and aims of the school;
2. To appreciate and support the role of other professionals within the school;
3. To understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs;
4. To work collaboratively with colleagues as part of a professional team, in particular the class teacher, and Inclusion Team working at all times within the school's policies and procedures.
5. To assist in the general efficient operation of the school, including providing cover for other support staff, where necessary and as directed by the SENDCo/Headteacher.
6. To attend and contribute to staff meetings, participate in performance management arrangements and identify areas of personal practice and experience to develop;
7. To be aware of and comply with policies and procedures relating to safeguarding, child protection and health and safety, reporting all concerns to an appropriate person;
8. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
9. To undertake any reasonable task, as directed by the SENDCo/Headteacher.

AGREED with the Headteacher

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on.....

Headteacher.....

Postholder.....