



## **JOB DESCRIPTION**

<b>JOB TITLE</b>	Teaching Assistant
<b>GRADE</b>	SCP 12 -17
<b>RESPONSIBLE TO</b>	Headteacher
<b>MAIN PURPOSE OF THE JOB</b>	To work under an agreed system of supervision and take the lead nurture role within the Academy to address the needs of pupils who need particular help to overcome barriers to learning, supporting the development of pupils' social and emotional literacy through focused intervention.
<b>HOURS &amp; CONDITIONS OF SERVICE:</b>	37 hours per week, term time only (39 weeks)

### **Main Duties:**

#### Support the Pupils and Families by:

1. Using and agreed methodology [for example Boxall profiles] establish baseline information to identify target groups for intervention (max group size 6-8). Ensure half termly reassessments are completed by staff to allow progress tracking.
2. Use specialist skills, training, or experience to plan and deliver and evaluate activities to support individual pupil's emotional literacy using suggested themes from the information collated.
3. Establish good, collaborative relationships with pupils and parents, acting as a role model and responding to the needs of each individual child.
4. Support the management of pupil behaviour with specific targets.
5. To actively promote inclusive practice within the classroom setting to ensure acceptance of all children.
6. Provide feedback to parents/carers regularly (at least half termly) about progress.
7. Develop and sustain an appropriate nurture/learning environment.
8. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of progress. Complete half termly progress reviews for family team/assistant headteacher.
9. Provide the class teacher with accurate and objective feedback on pupil progress, themes to support within the classroom and other matters.

10. Undertake the maintenance of pupils' records and accurately record achievement to share with school and parents.
11. Gather information from parents and carers to support pupil emotional development as directed.
12. Determine the need for, prepare and maintain equipment and resources required to meet learning activities and assist pupils in their use.
13. Support volunteers where appropriate.
14. Responsibility for providing advice and guidance in relation to physical resources.

Support the Trust and Academy by:

1. Complying with all Trust and Academy policies relating to:
  - Health and Safety
  - Equal Opportunities
  - Child Protection
  - Confidentiality and data protection
2. Updating CPOMs with any concerns.
3. Working in such a way as to promote the ethos and vision of the school.
4. Participating in training and development, and activities that contribute to the management of performance.
5. Attending and participate in regular meetings
6. Undertaking other duties and responsibilities as required commensurate with the grade of the post

Any special conditions of service:

- There is a requirement to undergo an enhanced DBS check.
- Term time working.
- There may a need occasionally to work outside of normal academy hours and/or off premises following appropriate consultation and notice.
- To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

This job description may be subject to change, following consultation between the post holder and the Academy.

June 2019