

## **Job Description**

**Job Title:** Teaching Assistant

**Location:** Benedict Biscop CE Academy  
Marcross Drive  
Moorside  
Sunderland  
SR3 2RE

**Responsible to:** HLTA

**Grade:** NJC (2019) SCP 6-7

### **Purpose:**

- To support and assist teachers as part of a professional team to contribute to raising standards of pupils' achievement.
- 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.
- The duties outlined within this job description may be modified by the Headteacher, in consultation with the post holder to reflect or anticipate changes in the job.

### **Key Responsibility:**

- Providing support for pupils, teachers and the whole school as outlined below.
- Maintaining the excellent reputation and stance of the Academy within the wider Community.

### **Main Duties:**

#### **Support for the Teacher**

- Raising awareness to teaching staff of the strengths and problems of individual pupils.
- Assisting teaching staff in the monitoring, recording and evaluation of pupil's progress, including providing feedback on observations undertaken.
- Assisting in the assessment of individual pupils.
- Liaising with the SENCO and teaching staff, to identify the needs of the pupils.
- Assisting in the preparation and review of I.E.Ps including co-ordinating relevant information for I.E.Ps
- Working within and planning for our wraparound care facility (afterschool club)
- Setting up and using equipment as required to maintain pupils' needs and support their participation in learning tasks and activities.
- Providing support to teachers in developing effective approaches to manage behaviour and discipline problems.
- Raising the awareness of school staff to pressures on pupils which may result in behavioural problems

- Assisting in the setting of behaviour targets.
- Assisting in compiling and maintaining pupils' records.
- Assisting in the review of the statement.
- Carrying out appropriate schemes of work and programmes set by the teaching staff for pupils and to assist in the preparation of learning materials for this purpose.
- Managing the planning and programming of specific educational activities for the pupils.
- Assisting with the literacy hour and daily mathematics lessons.
- Assisting in the preparation of work and other activities for pupils in accordance with objectives set by teaching staff.
- Maintaining high standards of display within the school, sharing good practice and providing support for teaching staff.

#### Support for the Pupil

- Using specialist knowledge to support pupils.
- Working with pupils on individual targets set by a member of the teaching staff.
- Supporting all pupils included in a mainstream setting, support base, home base, special school, or any other learning environment as appropriate.
- Supporting the reintegration of pupils in mainstream schools to access the curriculum either on an individual basis or as a member of a small group.
- 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.
- Under the direction of teaching staff or senior colleagues, working independently with individual pupils or groups of pupils if this is necessary.
- Undertaking duties in connection with personal hygiene and welfare of pupils as directed by the teaching staff.
- Applying considerable knowledge and understanding of the curriculum, age range, or SEN as determined by the SEN Code of Practice or the particular needs of the school pupils.

#### Support for the School

- Participating in meetings to review pupil progress and reporting to the meeting as required, on involvement with pupils.
- Liaising with educational and health specialists, and outside agencies as required.
- Supporting the senior management team in deployment and/or mentoring of TA trainee level and TA levels 1 and 2

- Assisting the school in promoting, developing and enhancing the excellent curriculum, ensuring high standards for all are achieved.
- Contributing to the whole School's Self Evaluation process.
- Contributing to the whole school positive Ethos

### General Requirements

- Attending and participating in training and development activities as required.
- Participating in schemes of assessment, 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 school 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 school policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.

### Specific Duties

- To facilitate out of hours' wraparound care provision.
- To facilitate the organisation of the extra-curricular clubs.

### Additional responsibilities – the post holder must:

- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers;
- Demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment;
- Act in compliance with data protection principles in respecting the privacy of personal information held by the Trust;
- Comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information;
- Carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct - Staff Behaviour Policy, Child Protection Policy and all other Trust Policies;
- Comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.