

POST TITLE: Teaching Assistant (including EYFS)

RESPONSIBLE TO: Head of Schools / Class Teacher (as appropriate)

POST GRADING: TS1

- (i) This job description is not a comprehensive definition of the post. Discussions will take place between the Executive Headteacher and the individual concerned on a regular basis to clarify individual responsibilities within the general framework and character of the post identified below.
- (ii) In drawing up this job description the Executive Headteacher acknowledges his responsibility in those ways defined for Headteachers in his Contract of Employment, to enable the holder of this post to carry out the assigned duties and responsibilities. The Executive Headteacher will consult you as appropriate during any review of these duties.

Part 1:

1.1 Exercise of general duties

To work as part of the school team to provide high quality education and care for our children.

To assist in planning, implementing the differentiated curriculum and in developing, implementing and evaluating the individual learning plans and/or individual behaviour plans, under the general direction and supervision of the teacher.

1.2 Exercise of particular duties

You shall perform, in accordance with any directions which may reasonably be given to you by the teacher/senior staff from time to time, such particular duties as may reasonably be assigned to you.

1.3 Duties and Responsibilities

The following duties shall be deemed to be included in the duties which you will be required to perform:

- assisting pupils with personal self-care;
- helping individual pupils or groups of pupils to access the differentiated curriculum, including assisting with the planning and preparation of learning activities;

- assisting with general administration and supporting classroom management, including creating learning materials and displays;
- contributing to the development, implementation and evaluation of individual learning plans and individual behaviour plans that are devised by the teacher;
- enabling pupils on inclusion programmes to access the differentiated curriculum in the mainstream school or early years setting;
- supervising pupils in planned activities when the teacher is temporarily off site and not usually exceeding 1 hour, in accordance with instructions/directions;
- supervising pupils in small groups of up to approximately 12 children or 1:1 learning activities in school away from the main teaching area, following appropriate risk assessment;
- supervising larger groups of students during PE lessons;
- supervising pupils at play/leisure breaks, at times of transition between lessons and activities, and on arrival at school and before departure;
- responding appropriately to pupils' attempts to communicate needs
- recognising when it is necessary to implement agreed de-escalation strategies to minimise risks of pupil's behaviour becoming disruptive or dangerous;
- taking action to meet pupils' personal needs as they arise to avoid undue physical or mental stress and recognising when it is necessary to make adjustments to planned activities in order to enable a pupil to access the curriculum fully and make progress;
- contributing to the planning, implementing and assessing of the received curriculum;
- accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a small group of approximately 12 children under the supervision of the teacher;
- administering routine tests, invigilating exams and undertaking routine marking of pupils' work;
- providing clerical/administrative support e.g. photocopying, typing, filing, money, administration of course work etc.

1.3.1 Other activities general:

- Helping to promote pupils' good behaviour and discipline through positive interactions with the pupils and participating fully in strategies agreed as part of any pupil's individual behaviour plan;
- Helping to promote the general progress and well-being of individual pupils and of any group of pupils assigned to you;
- Making relevant records and reports;
- Communicating information effectively to teachers, or other professionals whenever required appropriately to do so;
- Communicating information effectively to carers alongside the teacher;
- Working collaboratively with other teaching assistants, dinner supervisory assistants, senior midday supervisors, escorts/drivers;
- Communicating and co-operating with other agencies and professional bodies outside the school;
- Participating in meetings arranged for any of the purposes described above;
- Acquiring knowledge, understanding and competence in ICT;
- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person;
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop;

- Contributing to the overall ethos/work/aims of the school;
- Appreciating and supporting the role of other professionals;
- Transporting of pupils;
- Administer medication to pupils as authorised or assigned.

Other Activities – EYFS only

- Where needed to act as keyworker to a group of children liaising closely with parents and carers to ensure individual needs are met and to be responsible for completing observations and other such record keeping relating to key children.

Other Activities – Non EYFS TA's

- Making records of and reports on the personal and social needs of pupils.

1.3.2 Assessments and reports:

Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

1.3.3 Public examinations:

Participating in arrangements for the administration of public examinations and in particular:

- the supervision and invigilation of such examinations.

1.3.4 Performance Management:

Participating in arrangements made for the performance management process at this school including participating in arrangements for your further training and development as a teaching assistant.

1.3.5 Educational methods:

Co-operating with the head teacher and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, and pastoral arrangements.

1.3.6 Discipline, health and safety:

Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

1.3.7 Staff meetings:

Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

1.3.8 Administration:

- Participating in administrative and organisational tasks related to such duties as are described above (**paragraphs 1.3.1 to 1.3.7**).
- Attending assemblies where and when appropriate.

1.3.9 Working time

You shall be available to perform such duties at such times and in such places as may be specified by the executive headteacher, in accordance with the hours in your contract of employment, in any school year, those hours to be allocated reasonably throughout those days in the school year on which you are required to be available for work.

Time spent in travelling to or from the place of work shall not count against the hours worked.

You shall be allowed a break of reasonable length either between school sessions or between the hours of 12 noon and 2.00pm.

Part 2: The post requires you to support teachers and pupils attending the School and, to do so at the reasonable direction of the teacher or senior staff. This job description may be reviewed at the end of the academic year or earlier if deemed necessary. It may be amended at any time after consultation with you. The contents of this job description are known to have been, as appropriate, discussed with the teacher in question.

SIGNED: **CEO**

SIGNED: **TEACHING ASSISTANT**

DATED: