



## TEACHING ASSISTANT JOB DESCRIPTION

**Post:** Teaching Assistant

**Responsible to:** Vice Principal

### Key Outcomes:

#### 1. Support for children's learning

Follow work plans approved by the teaching staff, provide direct support for the learning of individual children or groups of children, to achieve defined progression targets in an education plan and in class plans through:

- Activities, interventions, empathetic and sympathetic listening, direct guidance and the provision of appropriate positive feedback to behaviour.
- Developing the physical, emotional and educational development of children
- Supervising and encouraging safe behaviour of individual and groups
- Analysis of achievement to develop reinforcement of structured learning habits which meets defined targets for accessing the curriculum as set by the line manager.

#### 2. Support the learning environment.

Develop work plans, following guidance from the teaching staff, and prepare, store, retrieve, sort and display materials, finished work, equipment, project work and or assignment documents to assist in providing an effective learning environment as determined by the teacher to:

- Promote the required standards of achievement and performance, including feedback through structured assessment, for individuals and groups within the classroom
- Support the development of continuous improvement in both personal performance in the job and the work of the team
- Assist in the development, monitoring, reviewing and progression of Personalised Learning Plans.
- Support invigilation and assessment processes, following procedures and under supervision.
- Assist in the supervision of the work of support staff colleagues/placement students, as required and defined by the line manager, to develop continuity and consistency in the work of the support team which achieves the attainment of standards in learning progress by the school required by the Governors, Principal and the Office for Standards in Education (OFSTED)

#### 3. Care and support for children

Attend to the day to day needs of children, inside and outside the classroom, by:

- Provision of personal, social, hygiene, welfare and behaviour support for students.
- Intervention to promote the process of individual children in attaining defined goals
- Promoting effective pastoral care for individual children, under guidance, and liaising with colleagues to provide accurate records to provide the basis for home/school liaison and contacts with other agencies.
- Reporting concerns about progress, identifying solutions, to the teacher
- Assisting educational and therapeutic professionals in their delivery of specialist support programmes
- Carrying out specified medical care procedures following direct specific training by a qualified practitioner
- Assisting with the assessment by the teacher of individual children's development through observation, creation and retrieval of records, discussion with colleagues and teachers to promote the social, emotional and behavioural standards
- To promote the social, emotional and behavioural standards defined by Venturers' Trust

### General Accountabilities

- So far as reasonably practicable, the post holder must promote safe working practices by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for

employees and service users. These are defined in the Health, Safety and Welfare policy, departmental policies and codes of practice.

- Work in compliance with Codes of Conduct, Regulation and policies of Barton Hill Academy and Venturers' Trust, and its commitment to equal opportunities.
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards.
- To cover for absent colleagues as requested.
- To undertake other duties that the Principal of Venturers' Trust may reasonably request.

#### **Organisation**

- To comply with policies and procedures relating to child protection and safeguarding, health and safety, confidentiality and data protection, freedom of information and report all concerns to the appropriate person.
- To be aware of and support difference and ensure equal opportunities for all.
- To contribute to the development and implementation of the overall ethos/work/aims of the Academy.
- To develop positive relationships and communicate with other agencies/professionals.
- To develop constructive relationships and liaison between managers/teaching staff and associate staff.
- To develop learning relationships with parents/carers.

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of the Trust and its academies. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

***Barton Hill Academy is part of Venturers Trust and is committed to equality, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all staff.***