Handsworth Wood Girls’ Academy

Job Description

NAME: 

DATE: 

POST HELD: Teaching Assistant

SALARY SCALE: Grade 3

1.0 Job Purpose

1.1 This level is applicable to experienced teaching assistants whose working role calls for competence across a varied range of responsibilities.

1.2 To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

2.0 Duties and Responsibilities

2.1 Support for pupils

2.1.1 Support the activities of individuals or groups of children. Participate in the education of children, including contributing to their health and well-being.

2.1.2 Establish and maintain Education Plans as appropriate.

2.1.3 Contribute to individual Education Plans as appropriate.

2.1.4 Support pupils during learning activities.

2.1.5 Promote pupils’ social and emotional development.

2.1.6 Provide support for bilingual/multilingual pupils where appropriate to the role.

2.1.7 Support for pupils with specific needs, for example, sensory and/or physical impairment, cognitive and social development needs, communication and interaction difficulties.

2.1.9 Support pupils with literacy and numeracy skills.

2.1.10 Support pupils to access the curriculum.

2.1.11 Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority.

2.1.12 Support students, annotate IEP’s and conduct reviews.

2.1.13 Keep records of joint planning with staff.

2.1.14 Update specified student folders.

2.2 Support for the teacher

2.2.1 Observe and report on pupil performance.

2.2.2 Contribute to the planning and evaluation of learning activities.

2.2.3 Assist in preparing and maintaining the learning environment.

2.2.4 Contribute to the management of pupils’ behaviour.

2.2.5 Contribute to the maintaining pupils’ records.

2.2.6 Support the maintenance of pupils’ safety and security.

2.2.7 Supervise the whole class for a short time in an emergency (normally for a period less than a whole lesson until the teacher returns or alternative arrangements are made) or for a very short period of planned absence.

2.2.8 Undertake routine marking in line with Academy policy.

2.2.9 Provide general administrative support, for example, administer coursework, produce worksheets etc.

2.2.10 Undertake joint home visits as appropriate and in line with LA policy.

2.2.11 Support the maintenance of pupil safety and security.

2.2.12 Contribute to the management of pupil behaviour by:
2.2.5.1 Promoting Academy policies with regard to pupil behaviour.
2.2.5.2 Supporting the implementation of strategies to manage pupil behaviour.
2.2.6 Undertake routine marking in line with Academy policy.
2.2.7 Provide clerical/admin support, e.g. photocopying, collecting money, administer coursework.

2.3 Support for the Academy
2.3.1 Support the development and effectiveness of team work within the Academy environment.
2.3.2 Develop and maintain working relationships with other professionals.
2.3.3 Liaise with parents as appropriate.
2.3.4 Review and develop own professional practice.
2.3.5 Work as required across the curriculum and in all Key Stages within the Academy.

2.4 Support for the curriculum
3.0.1 Support the use of information and communication technology in the classroom.

3.1 General
3.1.1 Contribute to the overall ethos/aims of the Academy.
3.1.2 Recognise own strengths and areas of expertise and use these to advise and support others.
3.3 Individuals have a responsibility for promoting an safeguarding the welfare of children and young people (s)he is responsible for or comes into contact with.
3.4 To ensure all tasks are carried out with due regard to Health and Safety.
3.5 To undertake appropriate appraisal including adhering to the principle of appraisal.
3.6 To adhere to the ethos of the Academy
3.6.1 To promote the agreed vision and aims of the Academy.
3.6.2 To set an example of personal integrity and professionalism.
3.6.3 Attendance at appropriate staff meetings and parents’ evenings.
3.7 Any other duties as commensurate within the grade in order to ensure the smooth running of the Academy.

4 Other information
4.1 The post is term time only, 32.50 hours per week.
4.2 Hours of work – five days a week, actual hours per day and start and finish times to be discussed at interview.

To whom responsible: Head of Additional Needs

Staff for whom responsible: None

This job description may be amended at any time in discussion between the Headteacher and yourself, but in any case will be reviewed before the commencement of the next Appraisal cycle.

Signed ___________________________ (Teaching Assistant) Date ______________

Signed ___________________________ (Headteacher) Date ______________