



JOB DESCRIPTION

Job title:	Teaching Assistant
Reporting To:	Class Teacher & SENDCo
Pay Scale:	15

All staff have the responsibility to safeguard and promote the welfare of children.

Job Purpose:

To work under the guidance of the class teacher and SEND Coordinator to implement agreed work programmes or enable access to learning for individuals and groups of pupils, in and out of the classroom. To support the implementation of the Early Years Foundation Stage (EYFS) curriculum, providing developmentally appropriate learning experiences through purposeful play, adult-led activities and child-initiated learning.

To support children in developing the knowledge, skills, confidence and independence needed to achieve their full potential across the seven areas of learning and development within the EYFS. To promote children's communication and language, physical development, personal, social and emotional development, and early learning skills.

To provide nurture and additional support for children with individual learning, developmental or emotional needs, promoting inclusion and ensuring that all children have opportunities to participate, learn and thrive. To contribute to a safe, stimulating and nurturing learning environment that supports children's wellbeing, curiosity, independence and enjoyment of learning.

To take responsibility for promoting and safeguarding the welfare of all children within the Academy and to positively promote the vision and values of the Academy.

Main responsibilities and tasks

- To deliver the agreed support programmes to individual children or small groups, supporting their learning, development, wellbeing and individual needs in line with the EYFS framework and guidance from the class teacher.
- Within a framework of supervision, to deliver agreed learning activities and teaching programmes to individuals or groups of children. This may include supporting adult-led activities, facilitating child-initiated learning and purposeful play, and promoting learning across the seven areas of learning and development within the EYFS.

- To prepare and maintain appropriate resources, materials and equipment to support children's learning and development. To make or adapt resources and activities to ensure they are accessible, engaging and appropriate to children's ages, development stages, interests and individual learning needs.
- To identify and respond to children's diverse learning and developmental needs, providing appropriate learning and support to help them overcome barriers to learning. To encourage curiosity, exploration problem-solving, creativity and independence through play and practical experiences.
- To support the appropriate use of ICT and other learning resources to enhance children's learning experiences and develop their confidence and independence, where suitable for age and stage of development.
- To promote the inclusion and participation of all children, supporting their confidence, self-esteem, resilience and sense of belonging. To ensure that children are encouraged and supported to access learning opportunities in an inclusive and nurturing environment.
- To contribute to the preparation and maintenance of classroom displays and learning environments, in consultation with the class teacher, ensuring that these reflect children's learning, interests, achievements and current learning experiences.
- To assist with the general pastoral care and wellbeing of children, including supporting children who are sick, distressed or injured, in accordance with academy's policies and procedures. To provide appropriate reassurance and emotional support, helping children to feel safe, secure and ready to learn.
- To maintain an awareness of children's individual needs, progress, behaviour and wellbeing, sharing observations and concerns with the class teacher as appropriate.
- To establish positive, supportive and respectful relationships with children, acting as a positive role model and encouraging cooperation, positive interactions, communication, sharing and turn-taking. To support children in developing friendships, managing their feeling and building positive relationships with adults and peers.
- To provide general clerical support to the teacher, including photocopying, laminating, preparing resources and maintaining records as required.
- To support children's physical, personal care and medical needs in accordance with individual care plans, academy policies and procedures, ensuring that children's dignity, privacy and independence are promoted. Appropriate training and guidance must be provided before undertaking specialist care tasks.
- To work within the classroom and other learning environments, including indoor and outdoor provision, and to supervise children at lunchtime and during out-of-school-hours activities as required. To support children's learning, play, social development and safety across these environments.

Record Keeping:

- To monitor and evaluate pupils' responses to learning activities and progress towards targets, observe and record children's learning and development, and provide feedback to the teacher and/or other professionals as required. This may include assistance with the development and implementation of personal education plans and other programmes as appropriate.
- To administer and mark tests and basic homework as required by the class teacher.
- To foster positive links between home and school.

Behaviour and Health & Safety:

- Implement appropriate health and safety policies and procedures to ensure a safe, effective and child friendly environment in all lessons and activities, raising any concerns following the academy's protocol/procedures.
- Actively seek out and implement best practice safety procedures.
- To provide support for pupils' emotional and social needs by encouraging and modelling positive behaviour in line with the Behaviour Policy and demonstrating high expectations of work and behaviour.
- To be aware and comply with policies and procedures relating to Safeguarding, confidentiality and data protection, reporting all concerns to the designated Safeguarding Lead or Deputy.
- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and help establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly, as agreed with the class teacher / SENDCO

Professional Development:

- Undertake appropriate and agreed continued professional development.
- Participate in whole school and individual INSET programs as required.
- Be responsible for improving your practice by participating fully in training and development opportunities identified by the academy.

Team working and collaboration:

- Participate in any relevant meetings/professional development opportunities, which relate to the learners, curriculum or organisation of the academy.
- To work in collaboration with others to develop effective professional relationships.
- To have professional regard for the ethos, policies and practices of the Academy and maintain high standards in your own attendance and punctuality.
- Make a positive contribution to the wider life and ethos of King Ina Academy.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required.

Note:

The Teaching Assistant may be called upon to perform other duties from time to time, that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post.

Post Holder Name:

Post Holder Signature:

Date: