

Teaching Assistant Job Description	
Job Title:	Teaching Assistant
Responsible to:	Senior Leadership Team
Liaising with:	Headteacher, SLT, Teaching and Support Staff, Parents, Pupils and Outside Agencies
Pay Scale:	SP 3-7
Contract Terms:	Permanent



All staff should be committed to the Academy and East Midland Academy Trust purpose to provide a relentless focus on great leadership and management and outstanding teaching. The East Midland Academy Trust is committed to support the academy leaders, teachers and support staff to be the best they can be.

### Core role of a Teaching Assistant

- Undertake work and responsibilities in line with the Standards for Teaching Assistants
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a Teaching Assistant's professional position
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school
- Promote the inclusion of all pupils, ensuring equal opportunities for all
- Assist in the planning, review and delivery of the curriculum for small groups and individuals, including targeted support and interventions across the school
- Complement the work of teachers by taking responsibility for learning activities, this may involve joint-planning with teachers, preparing and delivering learning activities for individuals and groups, or short term for whole classes
- Contribute to the monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development

### Responsibilities and Main Duties of a Teaching Assistant

#### Support for Pupils

- Establish rapport and respectful, trusting relationships with pupils, acting as a role model and setting high expectations
- Provide support for pupils, including those with SEN and newly arrived pupils with EAL, ensuring their access to the curriculum and learning resources



- Ensure pupils' safety, welfare and personal hygiene, promoting the school's values and ethos amongst the pupils.
- Promote inclusion and acceptance of all pupils by encouraging them to interact with each other and to engage in activities led by the teacher
- Support the implementation of EHCPs, IEPs, behaviour plans personal care plans, interventions, curriculum planning and assessment.
- Provide feedback to the pupils on their progress and achievements under the guidance of the teacher, in line with the Marking and Feedback Policy, to evaluate learning and provide feedback to the teacher / parents and outside agencies as needed

### Support for the Class Teacher/Department Lead

- Assist in the day-to-day management of the learning environment, e.g. preparing/clearing learning resources; contributing to class/school displays, preparation of art areas etc
- Undertake structured and agreed learning activities / programmes, being aware of pupil learning styles and adjust activities according to pupil responses / need
- Participate in record-keeping – e.g. provide relevant verbal information to contribute to the planning and review of pupil support, record and reports
- Provide feedback to the teacher about the learning activities, responses to them and the support that has been provided
- Monitor individual or group achievement of key learning objectives and feedback to the teacher
- Be actively involved in the day-to-day management of the learning environment, providing a purposeful, orderly and supportive environment
- Contribute to the assessment of pupils by teachers through observation and reporting
- Provide information for / or attend SEND review meetings, as appropriate
- Support the implementation of strategies to manage pupil behaviour and support with managing pupil behaviour in accordance with the Behaviour Policy
- Establish constructive relationships with parents, promoting the Shepherdswell Academy's home/school agreement

### Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures
- Keep an accurate register of pupils for each lesson, unexplained absences or patterns of absence should be reported immediately in accordance with the school protocols/procedures

### Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies



- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school

Our teaching assistants are an integral part of our dedicated team who are working hard to attain high standards across the academy.

#### Additional duties

Whilst every effort has been made to explain the main duties and responsibilities please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

N.B. The post holder will carry out his/her responsibilities in accordance with the Trust's equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

#### Health and Safety

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and students.

#### Safeguarding

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

#### Equal Opportunities

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

Post Holder (print name):

Post Holder (signature):

Line manager (print name):

Line Manger (signature):

Headteacher (print name):

Headteacher (signature):

**East Midlands Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**All appointments are subject to safer recruitment requirements.**

**This post is subject to an Enhanced DBS Disclosure**