

## **Teaching Assistant Job Description**

This job description is intended as a guide to the general duties and responsibilities of this post, which reasonably may vary from time to time according to the needs of the school. It does not form part of the terms and conditions of employment. All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising student achievement and effective running of the school.

The primary role of the teaching assistant should be to work with teachers to support the learning of young people while also promoting their independence, self-esteem and social inclusion. They give assistance to pupils so that they can access the curriculum, participate in learning and experience a sense of achievement.

The specific position being recruited for is maternity leave cover for a 1:1 Teaching Assistant. The TA will be expected to work primarily with a named student.

As a member of the school staff, the post holder will be required to:-

- Comply with policies and procedures relating to child protection, health and safety, equality, confidentiality and data protection; and
- Participate in the agreed scheme for staff development, training and appraisal and be committed to continuous professional development.

The post holder is expected to interact on a professional level with students, parents, carers and colleagues – including outside agencies – and governors, seeking to establish and maintain productive relationships with them in order to promote mutual understanding of the school's safeguarding procedures, the school's approach to behaviour management and the school's curriculum.

### **Responsibilities**

#### **1. Personal and professional conduct**

- Having proper and professional regard for ethos, policies and practices of Pathways Education;
- Demonstrating positive attitudes, values and behaviours to develop and sustain effective relationships with the school community;
- Having regard for the need to safeguard students' well-being by following relevant statutory guidance along with school policies and practice;
- Upholding values consistent with those required from teachers by respecting individual differences and cultural diversity; and,
- Committing to improve their own practices through self-evaluation and awareness.

#### **2. Knowledge and understanding**

Teaching assistants are expected to:

- Share responsibility for ensuring that their own knowledge and understanding is relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness;

- Take opportunities to acquire appropriate skills, qualifications, and/or experience required for the teaching assistant role, with support from the school, through an appropriate in-service training or outside courses;
- Demonstrate expertise and skills in understanding the needs of all students and know how to contribute effectively to the adaption and delivery of support to meet individual needs;
- Demonstrate a level of curriculum knowledge relevant to their role and apply this effectively to support teachers and students; and,
- Understand their roles and responsibilities within the classroom and whole school context recognising that these may extend beyond a direct support role.

### **3. Teaching and learning**

Teaching assistants are expected to:

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all students including those with special educational needs and disabilities;
- Promote, support, and facilitate inclusion by encouraging participation of all students in learning and extracurricular activities;
- Use effective behaviour management strategies consistently in line with the school's policy and procedures;
- Contribute to the effective assessment and planning by supporting the monitoring, recording and reporting of student performance and progress as appropriate to the level of the role;
- Communicate effectively and sensitively with students to adapt to their needs and support their learning; and
- Maintain a stimulating and safe learning environment by organising and managing physical teaching space and resources.

### **4. Working with others**

Teaching assistants are expected to:

- Take direction from teachers and school leaders, assisting with administrative tasks as needed, to ensure the smooth running of the school;
- Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them, providing accurate information regarding students' performance and progress as required;
- Adhere to school policies and procedures relating to safeguarding, particularly the Safeguarding & Child Protection Policy, Support Children with Medical Needs Policy, Health and Safety Policy and the Behaviour & Relationship Policy, keeping professionals accurately informed of concerns about the students they work with;
- Understand their responsibility to share knowledge to inform planning and decision making for example, encouraging the class teacher to adopt a strategy used in an intervention during everyday teaching and learning to help the student/students better their achievement; and
- Communicate their knowledge and understanding to pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.