



## **Job Description**

**Job Title:** Teaching Assistant

34 hours per week, 39 weeks per year.

**Responsible to:** Classroom Teacher

**Responsible for:** None

**Salary scale:** E (point 10-14), pro rata

### **Core Purpose of the Role:**

Work under the direction and supervision of teachers to assist with teaching and learning, pastoral support and other associated activities.

### **Specific Responsibilities:**

#### **Classroom Supervision**

- Support the classroom teacher within the learning environment to best meet individual pupil needs and the group requirements.
- Assist with planning, delivery and evaluation of learning activities, supporting pupils in small groups, and working with individuals in and out of the classroom.
- To prepare learning materials, monitor and maintain curriculum resources, and create visual displays in order to ensure a positive physical learning environment.
- Review pupil's progress, setting appropriate targets and liaising, as appropriate, with home through their key worker role.

#### **Delivery**

- Facilitate pupil learning and development by taking a specific role (dependant on skills), reviewing attendance, pupil progress, collaborating when setting appropriate targets and liaising, as appropriate, with home.
- Support pupils to improve their literacy and numeracy skills including working with individuals to develop their skills in these core areas.
- Set up alternative provision, to monitor attendance at placement and to visit providers to monitor students.
- Invigilate end of Key stage tests, assessments or exams under formal conditions.
- Escort and supervise pupils on educational visits and out of school activities, ensuring their health, safety and well-being



## Relationships

- Develop and promote positive relationships that promote positive behaviour and contribute to the prevention and management of challenging behaviour in pupils.
- Work as part of a flexible and supportive team to promote the positive ethos of the school and the welfare and behaviour of students, promoting positive student attitudes and behaviour in and around school and mutual respect for members of the school and wider community.
- To act in accordance with school policy and procedures in relation to child protection and ensure effective communication with the designated child protection co-ordinator and to follow the identified filing, logging and recording procedures to ensure consistency across the school.
- Work with pupils to safeguard their welfare and help to keep them safe. This will include the sharing of supervision of pupils during break and over lunch times.
- To adopt, support and work within the principles of restorative practices, ensuring excellent communication across the school community and with external agencies.
- Support good attendance by being involved in early interventions including daily contact with home, home visits and other strategies in line with the school attendance policy.
- Provide support to extended schools activities as negotiated as part of the whole school timetable.
- Support the organisation of school events including Parent's meetings and similar events.

## Record Keeping

- Contribute to the writing, development, planning and implementation of IEPs for individual students where appropriate.
- To refer or make recommendations regarding referral for additional services and support to meet the needs of the student.
- Assist with the maintenance of pupil record systems including recording agreed updates to individual records.

## Culture and Ethos

- Foster a positive school culture where all members of the school community feel safe and valued and pupils are motivated to achieve their full potential.
- Promote high expectations for all staff and students, ensuring a consistent approach across the school.
- Uphold and embed RCT's values in daily practice, ensuring a shared vision among staff, pupils, and the wider community.
- Actively engage with stakeholders to strengthen relationships and enhance pupil support networks.

Carry out any other duties as required that are relevant to the remuneration of the post.



# Respect Collaboration Trust

The post holder will be available to work at any of the Respect Collaboration of Schools, within mainstream school and other settings where appropriate.

The post may involve taking on an intensive role with pupils with complex needs requiring multi-agency inputs.

## Person Specification

### Qualifications

Essential:

- GCSE (or equivalent) C Grade in English and Maths.

Desirable:

- Safeguarding level 1.
- Recognised First Aid qualification.

### Experience

Essential:

- Experience of working or supporting in a mainstream setting.
- Experience of working with and supporting young people with Social, Emotional and Mental Health difficulties.

Desirable:

- Experience of collaborating with IEP's/EHCP's and setting targets for behaviour, learning and attendance.
- Experience of working with young people on a sustained basis in a group or on a one-to-one basis.
- Experience of completing individual pupil & other appropriate risk assessments, report writing for a range of purposes or intervention responsibility.

### Skills and Knowledge

Essential:

- Ability to support pupils with Social, Emotional and Mental Health difficulties.
- Knowledge and understanding of the reasons for disaffection in young people.
- Knowledge of a range of strategies to develop the behavioural, emotional and social skills of pupils.
- Ability to keep essential records and to produce clear and concise written reports.



## Respect Collaboration Trust

Desirable:

- Knowledge of the national curriculum at KS2, 3 or 4, including phonics.
- Knowledge of Annual Review and PEP processes.
- Knowledge of restorative practices.
- Wider understanding PSHE, SMSC and RSE.
- Knowledge of range of support available for pupils and their families.

Issued by:

Mike Pride

Chief Executive Officer

Date

Received by:

Post Holder

Date