



Believe Strive Achieve



HAILEY HALL SCHOOL JOB DESCRIPTION:

Teaching Assistant

Date: Feb 2023

Scale: H3

Responsible to: Associate Assistant Headteacher / Senco

MAIN PURPOSE OF THE ROLE:

- To work with teachers as part of a professional team to support teaching and learning for pupils within the classroom or 1:1 . Providing learning support to pupils who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.

KEY ACCOUNTABILITIES:

Communication

- To develop links with parents, carers and agencies by ensuring helpful and responsive communication at all times regarding the safeguarding and wellbeing of pupils

Pupil Behaviour and Wellbeing

- Establish a supportive relationship with students and develop methods to promote/reinforce their self-esteem
- Follow reporting procedures in relation to behaviour issues and causes for concern.

Teaching and Learning

- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Support the use of IT and computing in learning activities and develop pupils' competence and independence in its use
- Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum.
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour

- Support the teacher in monitoring, assessing and recording pupil progress/activities
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Support pupils on outdoor activities
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
- Understand and support independent learning and inclusion of all pupils as required. .
- Participate in case work relating to pupils, liaising with home as necessary and from guidance and discussion with the Deputy Headteacher
- To undertake home visits where appropriate

Statutory

- To promote the safety and wellbeing of pupils, ensuring that the school's Child Protection and Safeguarding policies and procedures are promoted within the School
- To be responsible for own health and safety in accordance with the Health and Safety at Work Act 1974 and relevant EC directives
- To adhere to the School's Equality policy in all activities, and actively promote equality of opportunity

Other

- To undertake such other duties as reasonably correspond to the general character of the post and commensurate with this level of role.

Person Specification

Job Role: Teaching Assistant

QUALIFICATIONS

Description	Essential	Desirable
Relevant qualification with regard to working with children, such as NVQ 3		✓
Previous experience working within a school setting		✓

SKILLS & EXPERIENCE

Description	Essential	Desirable
Education to secondary school level	✓	
Previous experience of working with children.	✓	
Open-mindedness and patience	✓	
Ability to record and pass on information correctly.	✓	
Ability to encourage and enable others to develop their full potential	✓	
Ability to build relationships and work as part of a team	✓	
A friendly, helpful, caring and flexible approach	✓	
Self-motivated with outstanding organisational and planning skills	✓	
Ability to produce required outcomes with minimal supervision	✓	
Excellent communication and user ICT skills	✓	
Willingness and ability to attend appropriate meetings and training	✓	
To be able to maintain confidentiality in all school matters	✓	