

Job Description- Teaching Assistant

Main Function of the Post

Under the direction of senior teaching colleagues effectively supports the delivery of learning to all the learners and young people in accordance with company policy and local procedures, statutory regulations and quality standards.

Responsible to Teaching Assistant Co-ordinator

Duties and Responsibilities

1. Contributes to the effective implementation of individual programmes by supporting the teaching and learning experiences, which enhance the learning and development of learners and young people.
2. Assists with the management of the learning environment ensuring any significant behavioural or physical occurrences are promptly addressed and reported, referring to a senior member of staff as appropriate.
3. Assists senior staff by contributing to the development of learning plans. Understand the requirement for and contribute to the preparation of incident and other reports as required,
4. Maintains professional relationships whilst developing a good rapport with students, colleagues, visitors and other stakeholders.
5. Through own professional conduct, including adhering to policies and procedures, contributes to the maintenance of safety, security and confidentiality standards.

Knowledge and Skills

Minimum of an NVQ2 qualification (or equivalent), which is appropriate to the teaching and learning environment of children and young adults.

Experience

At least two years life and/or work experiences which will assist in supporting the educational and social development of children or young people with special needs.

Autonomy and Impact

The nature of the work involves a combination of directed activities within established procedures and situations requiring flexibility, organisational and negotiating skills. Unusual, complex or difficult situations are addressed and reported, referring to a senior colleague as appropriate.

Intelligent Problem Solving

The role involves a combination of well-defined duties with ready access to senior staff, as well as situations requiring flexibility, resourcefulness and assisting with immediate problem solving and decision-making.

Responsibility

Children

Committed to safeguarding and promoting the welfare of children, and responsible for implementing the school's safeguarding policies and procedures across the school and across all school activities, including off-site activities.

Staff

No responsibility.

Budgets & equipment

Collective responsibility for the care and security of equipment and consumables on site.

Informatics

Responsibility for the accuracy, security and confidentiality of student/pupil records.

Communication and Interaction

Communication and personal interaction are a key feature of this role, which provides personal support and guidance to learners and young people within an educational environment. This may include more extensive pastoral support. Coaching, observational and listening skills, are essential for contributing to the monitoring, support and assessment of academic, social and emotional development.

Working Environment

The educational and social challenges experienced by students and pupils may, at times, give rise to unusual or anti-social behaviour which can be very emotionally and physically demanding.

Special Features

The role holder will be expected to undergo certified training and refresher courses in a range of areas including Child Protection, Physical Intervention, Behavioural Management, First Aid, Fire Prevention and Health & Safety at Work and other specialist training related to the location.

Working Conditions

- Staff work schedule may involve some unsocial hours at times when additional support is needed.
- Post holders may be required to support the pupils with a positive attitude towards education, learning and the school day.
- You will be expected to respond flexibly to the exigencies/needs of a 38-week education service.
- The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.
- To carry out any reasonable task as defined within the role and remit commensurate with the level of accountability and responsibility and in response to the exigencies of the service needs.
- The post holder will be able to develop and enhance the role in discussion with their Line Manager.

The job description reflects the present requirements of the post. As duties and responsibilities change and develop, the Job Description will be subject to amendment in conjunction with the post holder.

Supervision and Appraisal will be carried out as part of High Grange School Policy on these matters.