

## Job Description – Teaching Assistant

**Responsible to:** Specialist SEN Teacher / Assistant Head / Head Teacher  
**Main Location:** Maple View School, Mackworth, Derby  
**Terms:** 39 hours per week for 39 weeks of the year (term time only)

### Job Purpose

To work alongside the Teacher to promote a love of learning for our pupils and to enable them to make progress in the classroom towards positive academic and EHCP outcomes. To safeguard and promote the welfare of pupils at all times.

### Main Responsibilities:

- Working in small class sizes with high staff to pupil ratios; assist the Teacher in all aspects of preparation and delivery of high quality learning opportunities.
- Assist the Teacher to develop innovative and forward thinking approaches to learning and communication tools to maximize pupil potential and learning opportunities.
- To work as part of a multi-disciplinary team with pupil needs and outcomes at the core.
- To manage and support all students with regulating and reducing challenging behaviour, this includes appropriate use of physical intervention (where trained) in line with the school policy and the individual's Behaviour Support Plan.

### Key Tasks:

- To support the Teacher and work alongside Support Workers in the classroom to deliver outstanding lessons and learning to pupils.
- Promoting and reinforcing pupil self-esteem and encourage the child to maximise their achievement and development, including promoting young person independence and to appropriately risk assess activities and events for pupils.
- Undertake activities with either individual or small groups of children in order to facilitate their physical, emotional and educational development which may include swimming, outdoor activities, animal care and community access.
- Assisting, whenever necessary, with personal hygiene for pupils and give advice and guidance to pupils as necessary. Some pupils will require support with personal/intimate care.
- Using alternative communication strategies to maximise learning and opportunities for pupils.

- Establish positive relationships with parents/carers and the Maple View Care Team in order to facilitate effective communication, consistency and partnership between school and home.
- Assist in supervising pupils at the start and end of the school day and during lunch as required.
- Follow accredited behaviour management approaches by NAPPI UK Trainers (Non Abusive Psychological and Physical Intervention).
- Following child protection and safeguarding procedures at all times, reporting concerns immediately and to remain up to date on all relevant and related safeguarding training.
- Work within agreed timetables of school and pupil activities (both onsite and offsite).
- Maintain absolute confidentiality and follow all GDPR related guidance and policy.
- To work within the spirit and intentions of the Equal Opportunities and Equality & Diversity Policy and Procedures at all times.
- To take responsibility for continued personal development through the performance review process and undertake both mandatory and developmental training as appropriate.
- To undertake any other duties within the competency of the post as determined by a line manager.

**You as an employee are required by The Health & Safety at Work Act 1974 to;**

- Take reasonable care for the health and safety of yourself and others who may be affected by what you do or don't do
- Cooperate with the company to ensure compliance with the law.

**And under the Management of Health and Safety at Work Act 1999 you as employee are required to:**

- Inform your employer of any work situation which you consider represents a serious and imminent danger and any shortcoming in the employer's protection arrangements for health and safety.
- Ensure you do not misuse or interfere with equipment provided for your safety or the safety of others.

This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities, duties and grading