Job Description

Job role: Teaching Assistant (TA)

Hours: 37.5 hours per week Monday to Friday 8:30 am to 4:00 pm

Salary: £23,177.23 (Actual salary based on the above hours)

Contract type: 39 weeks

Reporting to: Deputy Headteacher

Role Purpose: To collaborate with teachers / subject coordinators in planning and delivering programmes of teaching and learning activities for pupils. The primary focus is to undertake educational activities within a framework agreed with and under the overall direction and supervision of teaching staff.

Role Responsibilities

- Plan, prepare and deliver assigned programmes of teaching and learning activities to an individual or small groups.
- Supervise pupil/s and monitor them throughout the day
- Assess, record and report on development, progress and attainment
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
- Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.
- Assess the needs of a pupil and use detailed knowledge and specialist skills to support pupils' learning.
- Support pupils in social and emotional well-being, reporting problems to the Deputy Headteacher as appropriate.
- Develop and promote positive working relationships with staff, pupils and parents and promote the school positively at all times.
- Develop methods of promoting / reinforcing the pupil/s self-esteem.
- Support the learning needs of the pupil/s; this should include assisting with handwriting practise and helping with the delivery of subject matter
- Support pupil behaviour needs in the classroom/on and off site
- Provide targeted support outside of the classroom
- Accompany and supervise pupil/s on out of school trips and visits
- Promote acceptance and inclusion of the pupil/s
- Support Pupil wellbeing and Personal care
- Compile and distribute daily resources in line with the lesson plan
- Record evidence of pupil engagement and activity on the school proforma daily report

Health and Safety Responsibilities

- Familiarise yourself with the School Health and Safety Policies and Procedures
- Work in line with the School Health and Safety policies and Procedures maintaining a safe and healthy workspace for yourself, your colleagues and pupils
- Report any Health and Safety concerns to the responsible person.
- Complete all health & safety related mandatory training in a timely manner

Safeguarding Responsibilities

- Have a sound understanding of and commitment to promoting safeguarding and the welfare of pupils.
- Work in line with the School Policy and Procedure and Keeping Children Safe in Education (KCSIE)
- Report any safeguarding concerns to the Designated Safeguarding Lead.
- Complete all safeguarding training and updates in a timely manner

The list of accountabilities in this Job Description is not exclusive or exhaustive, and the Teaching Assistant will be required to undertake such tasks as may reasonably be expected within the scope and level of the post.

This Job Description may be amended at any time and will be reviewed annually

Postholder's signature: _____ **Date:** _____

On behalf of Hope House School:

Manager's signature: _____

Name and Position: _____ **Date:** _____