

## Job Description

**Post:** Teaching Assistant Level 1 Full Time to support a child with EHCP

**Responsible to:** The Executive Headteacher, members of the senior leadership team (SLT) and the governing body

**Responsible for:** The post holder may be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities

**Salary:** Scale D3 (£11377 per annum) Fixed term following the child through school. 26.25 hours per week

**Location:** Dordon Primary School

### Main purpose of the job:

- Be responsible for the learning and achievement of the pupil in your care
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to your professional position
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, SENDCO, class teacher, other staff and external agencies in the best interests of the pupil
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

### Duties and responsibilities

#### Supporting learning

- Deliver the curriculum as planned by the class teacher following specific instructions
- Be responsible for the preparation and development of resources to support the progress of the child in your care
- Be accountable for the attainment, progress and outcomes of the pupil in your direct care
- Have a clear understanding of the needs of the pupil; including social and emotional needs, academic needs and personal needs
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English
- Use an appropriate range of observation, assessment, monitoring and recording strategies to inform class teacher assessments and the information provided for EHCP reviews and work with external agencies
- Give the pupil in your care regular feedback and encourage pupils to respond to the feedback. Ensure the class teacher is aware of how successful the pupil has been.
- Understand the requirements set out in the EHCP for the child in your care and seek advice if necessary in ensuring its implementation

### **Behaviour and Welfare**

- Maintain a safe, purposeful and stimulating environment for pupils, rooted in mutual respect
- Work within the school's framework for behaviour ensuring consistency
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures
- Be responsible for the personal care for the pupil as needed including toileting

### **Team working and collaboration**

- Participate in any relevant meetings/professional development opportunities, which relate to the pupil in your care
- Liaise with the class teacher about learning activities and expected outcomes
- Liaise with parents about daily progress and any matters arising
- Promoting the ethos of the Academy, as expressed in the mission and vision statements, is a shared responsibility to which teaching staff make a significant contribution.

### **Fulfil wider professional responsibilities**

- Work collaboratively with others to develop effective professional relationships
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

### **Professional development**

- Be responsible for improving your practice through participating fully in training and development opportunities identified by the school

### **Other**

- To have professional regard for the ethos, policies and practices of the school in which you work, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the headteacher or Senior Leadership Team

### **Safeguarding children and young people**

#### **Safeguarding**

Community Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates

will be subject to Disclosure and Barring Service checks along with other relevant employment checks. It is expected that ALL staff have read and understand the document '***Keeping children safe in education***'.

#### OTHER:

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

#### Commitment

Demonstrate a commitment to:

- Commitment to safeguarding and promoting the welfare of children and young people
- Equalities
- high quality, stimulating learning environments
- Willingness to undergo appropriate checks, including enhanced DBS checks
- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline
- Have a willingness to demonstrate commitment to the values and behaviours which flow from the Trusts ethos
- Relate positively to and showing respect for all members of the school and wider community ongoing relevant professional self-development