

JOB TITLE: EDUCATIONAL TEACHING ASSISTANT

GRADE: 6

LINE MANAGER: SENCO

PURPOSE OF POST

To work as part of a team including teachers and other support staff to support the learning and welfare of all students/learners. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.

To provide practical support for learning, educational activities, developing social skills, integration and for securing students'/learners' physical and emotional wellbeing.

KEY AREAS

1. Teaching Support
2. Student/Learner Support
3. Curriculum Activities
4. School/General

DUTIES AND RESPONSIBILITIES

1. Teaching Support

- 1.1 To undertake duties in accordance with school practices and procedures, ensuring the post holder actively upholds and promotes the philosophies of the school.
- 1.2 To work under the direction of the class teacher/line manager to plan and monitor students/learners learning. Ensuring the progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for students/learners.
- 1.3 Under the direction of the teacher, supervise activities and assist with the general management and control of students/learners in school.
- 1.4 In conjunction with the teacher, provide one-to-one in-class support to students/learners or small groups on pre-planned activities, to reinforce the teacher's approach.
- 1.5 Under the direction of the teacher, ensure equipment or materials are suitable for the learning activities. Prepare materials and teaching aids where necessary.
- 1.6 Assist in training new and temporary members of the team, particularly on the behaviour management strategies or learning strategies followed by the teacher.
- 1.7 Under the direction of the teacher, work with individuals or groups of students/learners in accessing the school library and in the use of ICT.
- 1.8 To participate in and assist in the supervision of educational visits, in conjunction with the teacher/line manager.

2. Student/Learner Support

- 2.1 To provide support and guidance on a one-to-one basis or to teams of students/learners in their literacy/numeracy/social/motor skills.
- 2.2 Actively encourage the inclusion of all students/learners to participate in the life and activities of the school and access the national curriculum to the best of their ability.
- 2.3 To provide individual assistance or assistance within small groups through implementing behaviour plans, Individual Education Plans and teaching strategies etc., to maximise their achievements.
- 2.4 As required, to deal the personal care and comfort of students/learners, i.e. toileting and intimate care issues (as per school guidance and direction).
- 2.5 To contribute to plans, reviews and evaluations for students/learners by writing reports on students'/learners' progress and attendance at meetings.
- 2.6 As required, to deal with students/learners who require physical restraint and intervention, using such methods as TEAM-TEACH, under the direction of the Headteacher.
- 2.7 As required by the school, to assist under the direction of the school nurse and/or physiotherapist in medically related issues e.g. administer medication – dosage already drawn up by the nurse, gastrostomy feeding and preparing to care for children requiring other medication administered and physiotherapy treatment.
- 2.8 To meet the needs of students/learners with limited mobility, as required, ensuring safety when moving into, around and from school.
- 2.9 To provide lunchtime cover as required.

3. Curriculum Activities

- 3.1 To maintain stock of resources, ordering new replacements as agreed with colleagues, to support the work across the team in its delivery of service.
- 3.2 To contribute in the presentation of students'/learners' work and maintenance of display areas.
- 3.3 To assist with the preparation and tidying of the classroom and upkeep of resources.
- 3.4 To attend and contribute to duty related meetings as required.
- 3.5 To provide basic clerical duties where required e.g. photocopying, filing etc.

4. General

- 4.1 Take reasonable care of the health and safety of self, other persons and resources whilst at work.
- 4.2 As appropriate, to assist with the induction and mentoring of new staff within the remit of the role.
- 4.3 To undertake relevant training and development as required from time to time by the CEO/Co-Heads/Headteacher, and be involved in ongoing development reviews of skills and competencies.

- 4.4 To undertake any such duties commensurate with the post as directed by the CEO/Co-Head/Headteacher.
- 4.5 The postholder is required to uphold and promote the Trust's policy on Data Protection, being mindful of their responsibilities under the act in processing personal data and of the implications of unauthorised disclosure.
- 4.6 The postholder is required to uphold and promote the Trust's policy relating to Equality of Opportunities and other policies designed to protect employees or stakeholders from harassment.
- 4.7 As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the Trust's responsibilities towards safeguarding.
- 4.8 This post is subject to an Enhanced Disclosure and Barring Service Check for Regulated Activity.