

## **JOB DESCRIPTION**

**POSITION:** Teaching Assistant

**REPORTS TO:** Headteacher

**LOCATION:** Heathermount School or such other place as may reasonably required.

### **MAIN PURPOSE:**

- To provide support for Individual pupils/students inside and outside the classroom to enable them to fully participate in learning activities, ensuring their safety and access to learning activities and where required to utilise specialist skills and experience in providing support for pupils/students.

### **MAIN TASKS AND RESPONSIBILITIES**

- To assist in the educational and social/emotional development of pupils and students under the direction and guidance of the headteacher, assistant headteacher and class teacher.
- To assist in the implementation of person centred education and behaviour support plans and help monitor and record progress.
- To assist the teacher in the management of pupils and the classroom (this activity may also be undertaken outside the main teaching areas).
- To help create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
- To utilise identified and agreed strategies, in liaison with the classroom teacher, that will enable support pupils/students to achieve learning goals.
- To monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- To establish productive working relationships with pupils/students, acting as a role model and setting high expectations.
- To promote good pupil behaviour, dealing quickly and effectively with inappropriate behaviours in line with the school Behaviour Policy.
- To liaise sensitively with parent/carers as agreed with the class teacher.
- To promote self-esteem and independence whilst recognising the needs of children and young people with autism.
- To work with other professionals, such as speech and language therapists, occupational therapists, educational and clinical psychologists as required.
- To undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.

- To support the use of ICT in learning activities and develop the pupils' competence and independence in its use.
- To help pupils to access learning activities through specialist support.
- To prepare, maintain and use equipment/resources required to meet the lesson plans, produce worksheets for agreed activities etc, photocopying etc.
- To attend and participate in staff meetings and departmental meetings as required.
- To participate in training and other learning activities as required.
- To play a full part in the life of Heathermount School to support its ethos and encourage students and staff to follow this example.
- To actively promote the school.
- To model professional behaviour at all times.
- To comply with the school's Policies and Procedures.
- To undertake any other duties as may from time to time be specified, that are within the level and responsibility appropriate to the grade of post

To undertake, any reasonable travelling requirements, in order to fulfil the tasks and responsibilities of the role.

### **PERSONAL DEVELOPMENT, SUPERVISION AND TRAINING**

- Participate in regular support, appraisal and review meetings with line management
- Continuously develop professional knowledge and expertise, attending and participating in learning and development events, meetings, conferences, and events (as requested/approved by line management) to ensure up to date knowledge relevant to the role
- Attend and participate in regular team and other meetings, both internal and external

### **POLICIES AND PROCEDURES**

- The post holder will be expected, at all times, to be familiar and comply with the written policies, procedures and guidelines for good practice
- Ensure the Health & Safety policy and procedures are adhered to at all times
- Take personal responsibility for own health and safety and report incidents and potential hazards as necessary.

### **CHILD PROTECTION**

All employees have a duty for safeguarding and promoting the welfare of children and young persons. Staff must be aware of the school's procedures for raising concerns about children's welfare and must report any concerns to the Designated Safeguarding Lead without delay. Staff must also ensure they complete the appropriate level of safeguarding children training identified by the school as relevant to their role.

### **ETHICS AND CONFIDENTIALITY:**

The school operates in a constantly changing environment and as such work priorities and objectives may change. The school reserves the right to make reasonable changes to the job purpose and accountabilities.

All staff are required to respect the confidentiality of all matters they may learn relating to their employment, other members of staff and the general public.

*This job description is intended to be a dynamic document, subject to agreed alteration and development in line with the evolution of the role.*

Staff members name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_