

West Riding Academy

Post: Teaching Assistant - Teaching & Learning

Job Description

BAND: E Grade, Term Time Only, 36 hours

HOURS: 8.15am - 3.45pm Monday, Tuesday, Thursday and Friday. Wednesday - 8.15am - 4.45pm.

RESPONSIBLE TO: Senior Leadership Team

Core Purpose:

To work under the direction and instruction of appropriate teaching staff to support access to learning for pupils and enable their progress. To provide general support in the management of pupils and the classroom.

You will be committed to safeguarding and promoting the welfare of children, young people and adults (DBS checks are compulsory).

Duties and Responsibilities:

- Make sure that the pupils you support can engage in learning and stay on task during the lesson or activity so that they can become independent learners.
- Support the social and emotional development of pupils, reporting any issues when required.
- Support the teacher in managing challenging pupil behaviour and promoting positive behaviour.
- Listen to pupils read and read to pupils as a class, group or one-to-one.
- Monitor and record pupils' progress and provide detailed and regular feedback to teachers.
- Carry out administrative duties, such as preparing the classroom and clearing away after class to ensure effective teaching can take place.
- Make resources for use by teachers and pupils and create art displays of pupils' artwork.
- Provide support outside of your normal classes, such as helping during exams, covering TA absences or going on school trips.
- Help with extra-curricular activity such as breakfast and after-school clubs, homework club, revision sessions or playtime and lunchtime duties.
- Supervising group activities, sports events and school outings.
- Providing a healthy and safe learning environment for children.
- Support the students to apply the strategies outlined in their individual education plan.
- Helping pupils stay focused during class hours.
- Recording and reporting a pupil's progress to the teacher.
- Supervise and support pupils, ensuring their safety and full access to learning.
- Establish good relationships with students, acting as a role model and responding appropriately to individual needs.
- To encourage students to learn as independently as possible taking into account their difficulties and any individual learning, language development or behaviour targets.
- Encourage students to interact positively with others and engage in learning activities.
- Engage students in a range of programmes and interventions and help them to evidence their learning.

- Promote the inclusion and acceptance of all pupils within the classroom.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress, achievement, behaviour and attendance.
- Attend to pupils' personal needs and provide advice to assist in their social, health & hygiene development.
- Participate in comprehensive assessment of pupils to determine those in need of particular help, specifically in regards to their social conduct.
- Develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils.
- Promote the speedy/effective transfer of pupils across phases/integration of those who have been absent.
- Challenge and motivate pupils, promote and reinforce self-esteem.
- To support/lead activities for students at break and dinnertimes, in accordance with contractual hours.
- To undertake duties at breaks times as directed (contracted working hours include paid time for breaks).
- Be aware of pupils' problems/progress/achievements/targets and report to the teacher as agreed.
- To facilitate an accurate handover of information and pupil targets
- Undertake student record keeping as requested.
- Actively discuss student needs and profiles with relevant staff
- Monitor student progress using available data and observation
- Work with the teacher and other staff in evaluating and adjusting lessons/work plans as appropriate.
- Provide objective and accurate feedback and reports, as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for maintaining and updating records, information and data as agreed with the teacher, contributing to reviews of systems/records as requested and producing analysis and reports as required.
- Promote and ensure health and safety, positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents, or as directed.
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials.
- Provide general clerical/admin support, e.g. dealing with correspondence, compilation/analysis/reporting on attendance, exclusions etc., making phone calls, administer coursework, produce worksheets for agreed activities.

General

- Participate in training and other professional development as identified through the appraisal process.
- To be familiar and comply with all relevant Health and Safety, Child protection, Management of Risk, Operational, Personnel, Data Protection and Financial Regulations, policies and procedures.
- To identify risks within personal objectives, using resources effectively and efficiently and safeguarding assets.
- To ensure equality of opportunity is afforded to all persons both internal and external to the school, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities, commensurate with the grade of the post, as may be reasonably assigned to them by the Senior Leadership Team.