

## Job Description

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**Job title:** Teaching Assistant  
**Reports to:** Principal  
**Location:** Snowfields Academy

### Job purpose

To support the class teacher in the teaching and welfare of children to ensure they attain the targets set under their individual educational programmes. To support with pupils' therapeutic, behavioral and personal care needs, delivering interventions and programmes as necessary.

### Key Responsibilities

- Ensure the maintenance of a clean, orderly and safe working environment making sure that equipment/resources/materials are set out on time and as per instructions received and used safely to enable pupils meet their learning targets
- Assist teachers with learning activities ensuring health and safety and good behaviour of pupils (including off-site activities such as trips, swimming, work experience etc.).
- Support the pupils in accessing learning activities as directed by the teacher to enable pupils' progress towards their targets. Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop
- Provide clerical/admin support (e.g. typing, photocopying, display, collection and recording of money, etc.) and undertake record keeping in respect of pupil learning, behaviour support, child protection etc. (including liaising with therapists) as directed in order to support the teacher deliver the specific learning programmes set for each child
- Be aware of and comply with policies and procedures relating to child protection, behaviour support, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans etc.
- Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development
- Attend to pupil's personal care and medical needs and assist with the organisation of refreshments and meal times to ensure pupils' wellbeing and health and safety, modelling and supporting appropriate play and social interactions
- Implement behaviour support programmes for pupils with learning and/or emotional needs to ensure pupils' well being, health, safety and learning needs are met. As a last resort, Physical Interventions may need to be used to maintain health and safety if reasonable, proportionate and necessary and staff will be trained to use these effectively and safely
- Provide support for the class teacher and colleagues in the manual handling of pupils to ensure pupils' wellbeing, health and safety is maintained, and assist with the development of hygiene, toilet training and general dressing programmes.
- Attend regular training in Safeguarding, Moving and Handling, Team Teach, Total Communication, ASD, Epilepsy and Asthma and other professional development opportunities as required

### Person Specification:

- Good standard of general education (i.e. NVQ level 1 or equivalent) together with good numeracy and literacy skills (GCSE/equivalent C grade or above in Maths and English)

- Previous experience of working with children, particularly those with ASD
- Good use of basic technology (computer, video, photocopier)
- Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality
- Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly
- First Aid qualification would be an advantage but not essential

### **Scope for Impact:**

Support staff in schools and make a strong contribution to pupils' learning and achievement. Teaching Assistants provide support to teachers and schools allowing qualified teachers to make even more effective use of their time, professional knowledge, skills and understanding. Teaching Assistants contribute to pupils' learning and will have a significant impact on pupils' achievement.

### **Job Context:**

Teaching Assistants will be expected to work effectively with individual pupils and/or small groups under the direction and supervision of a class teacher. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management. TAs would also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims. The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person. The post holder must have good communications skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required. The post holder is responsible for their own CPD staff are supported and encouraged to reach their professional potential. Snowfields Academy also offers CPD opportunities after school out of contractual hours.

## **General**

### **Professional Development**

- To take responsibility for personal professional development
- To take part, as appropriate, in the academy's professional development programme
- To engage actively in the Performance Management Review process
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others and from evidence

### **Professional Values and Practice**

- To support the academy's responsibility to provide and monitor opportunities for the personal and academic growth of student
- To provide a role model through their personal and professional conduct
- To work as a member of designated teams and contribute positively to effective working relations within the academy
- To be proficient in the application of literacy, numeracy and ICT
- To safeguard the health and safety of all students both on the academy premises and when engaged in authorised school activities elsewhere
- To contribute to the effective running of the academy

## **Safeguarding of students and Duty of care**

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and

grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

## Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.