

Springwell Leeds Academy
Scale 2 Teaching Assistant – Job Description

JOB TITLE: Teaching Assistant	SCALE: 2
--------------------------------------	-----------------

RESPONSIBLE TO: Associate Principal
--

EMPLOYEE SUPERVISION: None

Purpose of Post:

- To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher.
- To support access learning for pupils and provide general support to the teacher in the management of pupils and the classroom.
- Provide general support to staff and pupils, including preparation and routine maintenance of resources/equipment.
- To develop knowledge, skills and understanding of requirements for effective support in a SEN, SEMH setting

Key Areas:

- Support for pupils
- Support for teachers
- Support for curriculum
- Support for the school

Duties and Responsibilities:

Support for Pupils

1. Attend to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
2. To supervise and support pupils ensuring their safety and access to learning.
3. Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
4. Promote the inclusion and acceptance of all pupils.
5. Encourage pupils to interact with others and engage in activities led by the teacher.
6. Encourage pupils to act independently as appropriate.
7. Support pupils in accessing learning activities as directed by the teacher.

Support for the Teacher

8. Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work.
9. Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
10. Undertake pupil record keeping as requested and other basic record keeping.

11. Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
12. Gather/report information from/to parents/carers as directed.
13. Provide clerical/administrative support e.g. photocopying, typing, filing, collecting/recording money etc.
14. Ensure the maintenance of a clean and orderly working environment.
15. Timely and accurate preparation of routine equipment/resources/materials as set out in instructions.
16. Assist the teacher with learning activities ensuring health and safety and good behaviour of pupils.

Support for the Curriculum

17. Support pupils to understand instructions.
18. Support pupils in respect of local and national learning strategies, e.g. literacy, numeracy, KS3, early years, as directed by the teacher.
19. Support pupils in using basic ICT as directed.
20. Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
21. Monitor and arrange orderly and secure storage of supplies.
22. Operation of everyday equipment in accordance with instructions.
23. Maintenance of everyday equipment, check for quality/safety.
24. Undertake simple repairs and report other damages.

Support for the School

25. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
26. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
27. Contribute to overall ethos/work/aims of the school.
28. Appreciate and support the role of other professionals.
29. Attend relevant meetings as required.
30. Participate in training and other learning activities and performance development as required.
31. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes, e.g. clubs, extra curriculum activities.
32. Accompany teaching staff and pupils on visits, trips and out of school activities as required.

General

33. To develop and promote high standards throughout Springwell Learning Community.

Other

34. To attend an induction programme as set out by school in order to have the foundations to complete the role.

35. To commit to an additional programme of CPD as part of the Aspirant Teachers Programme.

36. To undertake any other duties, commensurate within the grade, at the discretion of the Executive Principal.

37. Be familiar and comply with all relevant Health and Safety, Operational, Personnel, Child Protection, Data Protection and Financial Regulations policies and procedures.

38. Ensure equality of opportunity is afforded to all persons both internal and external to the authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.

Date Job Description Revised: June 2016