

**IMPORTANT**

**THE REHABILITATION OF OFFENDERS ACT**

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job; **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is an Enhanced Disclosure.

<b>Job Title:</b>	Teaching Assistant Support (CEC AAAD5027)
<b>Responsible to:</b>	Head Teacher
<b>Salary:</b>	Grade 4

**Purpose of the Role**

To support the teaching staff and teaching assistants in the development and education of pupils in accordance with the aims and policies of the school.

**Main Duties and Responsibilities**

- Assist teaching staff in the delivery of learning activities, both in class and interventional, and undertake predetermined activities with pupils so that their intellectual and social development (including self-reliance and self-esteem) is fostered.
- Provide input into the planning and evaluation of learning activities for individuals and groups of pupils to enable the teaching staff to make informed decisions when developing their plans.
- Supervise the activities of individuals or groups of pupils both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy.
- Monitor individual pupil's progress, achievements and development and report these to the teaching staff/line manager to inform decisions taken regarding the Individual Education Plan, Behaviour Plans and Personal Care Programmes for a pupil.
- Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the pupils' well-being.
- Record pupil information as specified by the teaching staff/line manager to ensure the schools information systems are maintained.
- Attend to the personal and physical needs of pupils so that their well-being is maintained.
- Prepare and maintain learning resources and ensure that the classroom is kept tidy so that the needs of the lesson plans are met in a safe learning environment, which complies with relevant health and safety requirements.
- Display and present the pupils' work, under the direction of teaching staff so that it enhances the classroom environment and celebrates achievement.
- Attend staff and other meetings and participate in staff training development work and staff reviews as required.

**NOTE:** Notwithstanding the detail in this job description, in accordance with The Learning Partnership's Flexibility Policy the job holder will undertake such work as may be determined by the Head Teacher / SENCO from time to time, up to or at a level consistent with the Head Teacher Responsibilities of the job and in any location within the Trust.