



CENTRAL LEARNING
PARTNERSHIP TRUST



JOB DESCRIPTION

Post Title: Teaching Assistant
Scale/Grade: TA Grade 2 32 hours
Reporting to: Senior Teaching Assistant / Headteacher
Responsible for: No formal supervisory responsibility

Main purpose of the job:

To support teachers with their teaching role and the development and education of young people, including those with additional social, emotional and mental health needs, by utilising detailed knowledge and specialist skills. (Training provided)

- Supervise the activities of individuals or groups of children, ensuring their safety and facilitating social and emotional development.
- Use skills to undertake activities necessary to meet the physical and emotional needs of students.
- Use skills to engage students on an intellectual and social level.
- Undertake activities necessary to foster the intellectual; and social development of young people.
- Assist the teacher in the delivery of educational and developmental lessons.
- Monitor and report individual student progress, achievements, problems and developmental needs to the classroom teacher.
- Assist the classroom teacher in the planning of and delivery of work to individuals and groups of children.



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Responsibilities, duties & tasks:

Under the direction and guidance of the teacher:

- Assist the teacher with learning activities generally.
- Contribute to the planning of work to meet the needs of individual needs of individual students.
- Contribute to the formulation of Individual Success Plans
- Carry out appropriate activities as planned within Newbridge or with groups of students including administration of assessments.
- Display and present student's work.
- Prepare and organise teaching resources including the checking and maintaining of classroom equipment and materials including control of stock within the classroom.
- Prepare resources for lessons and activities.
- General supervision, support and guidance of students within the procedures of the school and/or service- understanding that those who require the most support and care are those who present as wanting it least.
- Assist the teacher in liaising with parents and professionals such as speech therapists, Attendance Officer, School Nurse, Outreach Teacher.
- Help the teacher with tasks as directed.
- Hear children read or supporting students individually or in small groups as a key worker.
- Enable student independence whilst supporting with tasks when required.
- Answer questions from students.
- Provide support for the Literacy, Numeracy, Science, Creative subjects and personal development.





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- Assist with the supervision of young people within school.
- Assist the students to access routines within the classroom.
- Prepare or modify work for the student under the direction of the class teacher, differentiate and support the student in carrying out this work.
- Assist in the implementation of programmes designed by other professionals such as educational psychologists and speech & language therapists.
- Contribute to meetings to discuss the specific student's progress.
- Mindful of the need to maintain a safe and secure environment at all times, using physical intervention as appropriate.
- Adhere to and maintain school routines, codes of conduct and comply with school policies.
- Support the ethos of the school and Central Learning Partnership Trust
- Assist with the support of group activities within and away from the classroom i.e. PE & educational visits and to adhere to risk assessments accordingly.
- Ensure that students are able to safely use equipment and materials provided and be aware of the range of resources available.
- Promote student independence in learning, and reinforcing the young person's self-esteem through praise and encouragement and strong positive relationships.
- Safeguard all students according to the school policy.

General duties:

- Maintain own personal & professional development to meet the changing nature of the job, participate in appropriate training activities and encourage and support other staff in their development and training.





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PARTNERSHIP TRUST

- Undertake such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- Undertake health & safety duties commensurate with the post and/or as detailed in the schools Health & Safety policy.

Contacts:

In all contacts the post holder will be required to present a good image of the school and CLPT, developing and maintaining professional working relationships

Notes:

- The activities of this post require the post holder to work in Regulated Activity and in accordance with the Rehabilitation of Offenders Act (Exceptions Order) as amended and the Safeguarding Vulnerable Groups Act 2006, to be registered with the Independent Safeguarding Authority (ISA) and to have a relevant enhanced Disclosure & Barring Service (DBS) disclosure certificate.
- The school reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Reasonable adjustments will be considered as required by the Disability Discrimination Act.
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the schools Equal Opportunities Policy.



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