

# BIRCHENSALE MIDDLE SCHOOL



## JOB DESCRIPTION

**Post Title:** Teaching Assistant

**Hours:** 27.5 Hours per week, Term Time Only plus TED Days

**Responsible to:** SENCo/Lead Teaching Assistant

**Responsible for:** Pupils under their care

### MAIN PURPOSE OF JOB

To work under the instruction/guidance of teaching/senior staff to work with individuals/groups of all pupils and in particular those with SEND.

Support access to learning for pupils and provide general support to the teacher in the management of pupils to ensure learning opportunities are maximized and pupils can reach their learning potential.

To carry out tasks as reasonably directed by the Headteacher/SENCo/Lead TA

### MAIN DUTIES AND RESPONSIBILITIES

- To assist the teacher in supporting learning activities for groups and individuals in the classroom.
- Contributing to the planning of tasks and activities to meet the individual needs of pupils.
- Preparation or modification of resources and work for pupils under the direction of the subject teacher and supporting the pupil to carry out this work.
- To carry out appropriate activities as planned within the classroom or with groups of pupils including administration of baseline test
- Contributing to the formulation of Individual Provision Maps, including attendance at SEN reviews and other meetings relevant to the pupil needs.
- To assist the teacher and, or SENCO in liaising with parents.
- To contribute to meetings to discuss specific pupil's progress.
- Assisting the pupil to access the normal routines of the school day.
- Assist with the provision of general care and welfare to pupils and to be mindful of the need to maintain a safe environment at all times.
- To assist with the support of group activities within and away from the classroom, i.e. P.E., swimming, educational visits, including those outside the normal school day.
- To ensure that pupils are able to safely use equipment and materials provided and be aware of the range of resources available.
- To assist at an appropriate level with the provision of general care and welfare of children including
  - assistance with the personal hygiene routine, where appropriate.

- assisting with pupil's injuries and where qualified, administering first aid and recording it, following the school's procedures.
- Promote pupil independence in learning and reinforcing the pupil's self-esteem through praise and encouragement.
- Adhering to and maintaining school routine and codes of conduct.
- Supporting the ethos of the school.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.

**General Duties:**

- To undertake such other 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.
- To undertake health and safety duties commensurate with the post and/or as detailed in the School's Health and Safety Policy.

**Contacts:**

- In all contacts the post holder will be required to present a good image of the school as well as maintaining constructive relationships with colleagues, pupils and parents.

**Notes:**

- This post is subject to a Disclosure Barring System check.
- 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 School's Equal Opportunities Policy.