

Salary:	NJC Pay Scale
Responsible to:	SENDCo
Date of Job Description:	

Purpose of the Role:

To work with teachers to support teaching and learning by working with individuals or groups of pupils under the direction of the SENDCo and may be responsible for some learning activities within the overall teaching plan¹.

Main Tasks and Responsibilities

General Duties:

- To act in accordance with the academy and FCAT's Policies and Procedures.
- To act as a role model, to encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within our academy.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day.
- To adhere to FCAT's Safeguarding Policy and Procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.
- To take care for your own and other people's health and safety in line with school and FCAT policies and procedures.

- To work flexibly to accommodate meetings with early or late start/finish times as required.
- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day.
- To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.

Key duties:

1. Implement planned learning activities / teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses and resolving related problems as appropriate;
2. Participate in planning and evaluation of learning activities with the teacher for the session, day or week and providing feedback to the teacher on pupil progress and behaviour;
3. Support the teacher in monitoring, assessing and recording pupil progress / activities;
4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher;
5. Communicates with pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary;
6. Support learning by arranging/providing resources for lessons / activities under the direction of the teacher;
7. Responsible for the careful and safe use equipment, such as play and standard ICT equipment;

8. Support pupils in social, health and emotional well-being, drawing any problems which cannot be resolved to the attention of the teacher;
9. Share information about pupils with other staff, parents / carers, as appropriate;
10. Understand and support independent learning and inclusion of all pupils as required;

Teaching Assistants in this role may also:

1. Assist in the development of individual development plans for pupils (such as Individual Educational Plans);
2. Support the work of volunteers and other teaching assistants in the classroom;
3. Support the use of ICT in the curriculum;
4. Assist with break-time supervision
5. Contribute to the development of policies and procedures;
6. Invigilate exams and tests;
7. Assist in escorting and supervising pupils on educational visits and out of school activities;
8. Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays;
9. Support pupils in developing and implementing their own personal and social development;
10. Demonstrate own duties to new or less experienced staff.
11. Attend specific CPD related to specific SEND Education and Support

Indicative knowledge, skills and experience

- Level 3 NVQ and Level 3 certificate in supporting teaching and learning on the Qualification and Credit Framework;
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.
- Demonstrate specialist skills appropriate to the job description above;
- Enthusiasm and commitment
- Interest in own Professional Development.