

**TEACHING ASSISTANT**

**JOB DESCRIPTION**

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| **Job Title:**  **Rate of Pay:**  **Hours:**  **School:**  **Responsible to:** | Teaching Assistant Nursery (Part-Time until 31st August)  £21,968 pro rata  15 hours per week – Mornings- with potential for increased hours  Seaton Academy  Headteacher |

**JOB PURPOSE**

To provide assistance in the teaching and learning of children under the direct supervision of the class teacher.

# PRINCIPAL ACCOUNTABILITIES

Support the pupil by:

1. Undertaking activities with either individuals or small groups of children in order to facilitate their physical, emotional and educational development within a safe environment usually in the presence of a teacher.
2. Working to establish a supportive relationship with the children and parents concerned in order to facilitate effective communications and partnership between school and home.
3. Carrying out pre-determined educational activities and work programmes ensuring that specific guidelines are followed whilst promoting independent learning to support the children’s understanding of the subject matter.
4. Encouraging acceptance and inclusion of the child with special needs to support achievement and development.
5. Promoting and reinforcing the child’s self-esteem and encourage the child to maximise their achievement and development.

Support the teacher by:

Monitoring, assessing and recording pupil’s work as directed by the teacher.

Support the Academy by:

1. Developing specialist knowledge of equipment in the Academy and provide instruction on the proper use of that equipment.
2. Being aware of the Academy’s policies and procedures.
3. Being aware of confidential issues linked to home/pupil/teacher/Academy work and to keep confidences as appropriate.
4. Assisting with out of hours activities such as open days, performances etc.
5. Carrying out the duties of a teaching assistant as required and directed.

Support the curriculum by:

1. Supporting children’s needs including SENs through the delivery of individual/small group intervention in school.
2. Being involved in any other curriculum duties which may reasonably be regarded as within the nature of the duties, responsibilities and grade of the post, subject to the proviso that normally any changes of a significant and substantial and permanent nature should be incorporated into the job description and may require re-evaluation.

# General Key Tasks

* Attend staff meetings and Academy inset days as required by Headteacher.
* Provide general care and welfare of children.

# Organisation Structure/Supervision arrangements

You will be under the direct supervision the class teachers who will ensure all tasks are carried out to the required standard.

Performance will be monitored by the Head. The Head will be responsible for performance management and ongoing performance review.

*This job description is not exhaustive and the job holder may be asked to undertake duties that are commensurate with the level and grade of the role which may be delegated by the Head of School.*