

**JOB TITLE:**

Teaching Assistant

**RESPONSIBLE TO:**

Head Teacher

**PROFILE:**

To support teaching staff in meeting the educational needs of pupils. Working at our schools will require a flexible and dynamic team player who is committed to enabling learners to succeed.

May 2020

**MAIN INTERNAL AND EXTERNAL CONTACTS**

**To form, develop and maintain professional relationships with:**

* Children and young people
* Families
* Team members
* Other professionals working with looked after young people placed in the school
* Child/young person’s advocate or representative

**MAIN DUTIES**

**Teaching and Learning**

* Assist in the educational and social development of pupils under the direction and guidance of the head teacher and class teachers.
* Assist in the implementation of Individual Education Programmes for students and help monitor their progress.
* Provide support for individual students inside and outside the classroom to enable them to fully participate in activities.
* Ensure learning support responds to individual learners’ needs and be responsible for creating a safe, fun, energetic and supportive learning environment that enables young people to succeed whilst overcoming their barriers to learning.
* Assist the teacher in maintaining student records and monitoring pupils’ responses to learning activities and accurately record achievement/progress as directed.
* Support students with emotional or behavioural problems and help develop their social skills.
* Supervise individual pupils as directed by the Head Teacher.
* Support with the marking and tracking of pupils work with guidance from the class teachers.
* To cover lessons with material provided by the class teacher when required to.
* Provide targeted intervention work either on an individual basis or to a small group of pupils in line with their Educational Health Care Plans.
* To learn and maintain the curriculum aims and outcomes in order to support the pupils with their learning.
* Promote reading within the school and encourage pupils to engage in reading for pleasure and reading based activities.

**Administrative Duties**

* Prepare and present displays of student’s work and to be responsible for the upkeep of displays within the school.
* Support class teachers in photocopying and other tasks in order to support teaching and learning.
* Complete records of any incidents or safeguarding concerns which are to be escalated to a member of the senior leadership team by the end of the working day.
* Undertake other duties from time to time as the Head Teacher requires.

**Standards and Quality Assurance**

* Support the aims and ethos of the school.
* Set a good example in terms of dress, punctuality, attendance and behaviour.
* To ensure all record keeping is done promptly and efficiently to the highest standard.
* Attend staff and team meetings as directed by the Head Teacher, some of which may be twilight sessions.
* Be committed and to demonstrate flexibility during times such as Ofsted inspections or when required by the Senior Leadership Team.
* Undertake professional duties that may be reasonably assigned by the Head Teacher.
* Be proactive in matters relating to Health and Safety, ensuring health and safety standards are achieved and maintained.
* Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
* Follow school policies and procedures.
* Prioritise the safeguarding of children; cooperating with the relevant agencies where appropriate and ensuring safeguarding procedures are followed at all times.
* Be aware of and comply with policies and procedures relating to child protection/safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Maintain a professional relationship with students.
* Maintain and contribute to excellent examples of Continuing Professional Development, including in-school training.
* Complete all required training by the deadline set by their line manager, to the highest standard.
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

**OTHER DUTIES AND RESPONSIBILITIES**

* As a member of the teaching team, support colleagues and be prepared to receive feedback, support and advice as necessary.
* The job-holder is expected to supervise food and recreation breaks and transport/escort duties of learners according to need.
* The job-holder is expected to be willing to work flexibly across sites, including outbound activities, according to the needs of the learners and the delivery of their curriculum.
* The job-holder is required to work flexibly at other Horizon sites as and when required to by their manager or the company.
* The role may involve an element of personal care.

**The above is not meant to be an exhaustive list but a summary of the important elements of the role.**

**ADDITIONAL INFORMATION**

It is the nature of the work of Horizon Care and Education that tasks and responsibilities are, in many circumstances unpredictable and varied. All employees are therefore, expected to work in a flexible way when the occasion arises so that tasks which are not specifically covered in the job description have to be undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work. If the additional responsibility or task becomes a regular of frequent part of the member of staff’s job, it will be included in the job description in consultation with the member of staff.

Staff will be required to become proficient in positive behavioural management techniques including physical intervention. Horizon Care and Education will provide appropriate training.

**Horizon Care and Education is committed to quality, equality and valuing diversity.**

**This post is subject to a satisfactory criminal records check and satisfactory references.**

Employee Name: ……………………………………………..

Employee Signature: ……………………………………….

Date: ……………………………………………………………….