



Job Description: Teaching Assistant

Diocese of Norwich Education and Academies Trust and Caston Church of England Primary Academy are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Responsible to	Head of School / Executive Headteacher
Grade	Scale D, NJC 5
Hours	7.25 hours per week
Location	Based at Caston Church of England Primary Academy. You may be required to travel to undertake work at academies and sites within the Diocese of Norwich Education and Academies Trust as needed.

Job Purpose

Under the instruction/guidance of teaching or other senior staff and within the overall ethos of the academy, undertake care and learning programmes and activities to support individuals or groups of pupils, including more specialised support for those with special educational needs, enable access to learning for pupils and assist the teacher in the management of pupils and the classroom.

Duties and responsibilities

Support for Pupils

- Enable access to learning and social opportunities for the child/ren you will be supporting
- Have an understanding of the next steps for the child/ren you are supporting and actively provide learning opportunities to support the child/ren in reaching targets set
- Provide information about the learning and progress of the child/ren you support to the class teacher for reports and information including for statutory reviews
- If required, work with key partners in the speech and language service, educational psychology service and ASD Support team to develop strategies to further develop the learning and progress of the child(ren) you are supporting
- Provide care and support inside and outside the classroom as directed for one or more individual children during the school day
- Develop close, caring and purposeful relationships with target child/ren, and, where appropriate, offer support to other students in the same class as directed
- Work with individual children on a one-to-one or small group basis to develop literacy, numeracy and social skills
- Assist with the child/ren's personal, behavioural and social development through appropriate guidance and advice, within the context of the teacher's overriding responsibility for behaviour management in the classroom

- Take a constructive role in preventing/minimising the effects of emotional and behavioural incidents
- Accompany students on trips or visits
- To attend to the personal and social needs of pupils and any other special requirements depending on the nature of a pupil's special needs and, wherever possible, making these part of the learning experience
- Under agreed school procedures and in line with statutory guidance on supporting pupils at school with medical conditions, to give first aid/medicine where necessary; accompany sick children home, or to a health centre/hospital; or assist with programmes of special care such as physiotherapy, occupational therapy or speech therapy, under the direction of the appropriate specialist
- Supervise and support pupils ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs, promote the inclusion and acceptance of all pupils and encourage pupils to interact with others and engage in activities led by the teacher

Support for Teachers

- Amend/adapt resources, under the direction of the class teacher to ensure resources are appropriately differentiated
- Support children's learning in consultation with teachers during lessons
- Feedback information regarding interventions to teachers and year group staff
- Assist staff in the acquisition and preparation of resources which will facilitate wider inclusion for all students.

Support for the Curriculum

- Work with class teachers to plan a differentiated curriculum:
- support children's learning in consultation with teachers during lessons;
- prepare materials to assist the teaching of students with the support and guidance of the class teacher to ensure differentiated material is available for all students;
- assist with planning of learning activities and administer routine tests;
- Support the Academy in evaluating their inclusive practice for SEN students.

Support for the Academy

- Be aware of and comply with Academy policies relating to child protection, health and safety, confidentiality and data protection
- Be aware of and support difference and ensure all SEN students have equal access to opportunities to learn and develop
- Undertake any training required to support an individual pupil or special educational need
- Establish constructive relationships and communicate sensitively and effectively with other professionals, teachers, parents/carers to support the achievement and progress of children you work with.

Administration

- Support the assessment procedures for children you work with at the Academy

- Support the implementation of One Page Profiles, Support and Intervention Plans (SIPs) or any other plan put in place for pupils
- Monitor and report on the implementation of all Support Plans and assist with record keeping
- Assist, as requested, in the preparation and review of all Support Plans.

Resources

- Help students access specialist learning resources as required
- Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for children you work with.

Line management

- The job involves no direct responsibility for the supervision or direction of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Breakfast Club Supervisor are up to date.
- Be a professional role model, and understand and promote the aims of the Academy and the values of the Trust. Including promoting our culture of high aspiration that is rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ.

Special conditions of employment
<p>Rehabilitation of Offenders Act 1974 This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.</p> <p>If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the Trust's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.</p>
<p>Safeguarding and Promoting the Welfare of Children and Young People The jobholder is required to follow all Trust and academy policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.</p>
<p>Health and Safety The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and</p>

in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 2018 and the General Data Protection Regulations. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

The Trust and the academy are committed to equality and value diversity. As such the Trust and the academy are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the Trust and the academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Continuous Professional Development

The Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, to engage positively in the performance management process, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking or Vaping Policy

This applies to all Trust premises and those where Trust services are provided.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job description reviewed by:

Date: