

Diamond Wood Community Academy

JOB TITLE: EDUCATIONAL TEACHING ASSISTANT
SCP 7 – 11

PURPOSE OF JOB

To work under the guidance of Teaching/Senior Staff to implement and oversee agreed work programmes with individuals/groups, in or out of classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the Teacher in the whole planning cycle and the management/preparation of resources.

KEY AREAS

1. Teaching Support.
2. Pupil Support.
3. Curriculum Activities.
4. General.

DUTIES AND RESPONSIBILITIES

1. Teaching Support

- 1.1 To undertake duties in accordance with school practices and procedures, ensuring the job holder actively upholds and promotes the philosophies of the school.
- 1.2 To work under the guidance of the Class Teacher/Line Manager to plan and monitor pupils learning. Ensuring the progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for pupils.
- 1.3 As appropriate to assist with the induction and mentoring of new staff within the remit of the role.
- 1.4 Under the guidance of the Teacher provide one to one support to pupils or working with groups of pupils on pre-planned activities, to reinforce the Teacher's approach.
- 1.5 To assist where required in the planning of learning activities.
- 1.6 Under the guidance of the Teacher, ensure equipment or materials are suitable for the learning activities. Prepare materials and teaching aids where necessary.
- 1.7 Under the guidance of the Teacher, work with individuals or groups of pupils in accessing school library and in the use of ICT and other relevant resources to support learning.
- 1.8 To participate in and assist in supervision of educational visits, in conjunction with the Teacher/Line Manager.

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- 1.9 To assist in classroom and school displays of work.
- 1.10 To undertake routine clerical duties including bulk photocopying and collecting monies from children/parents.
- 1.11 Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- 1.12 To provide specialist knowledge or expertise to support the learning activities of pupils either individually or in a group or within whole classes. E.g. support children and parents, for whom English is an additional language, support children with special educational needs.

2. Pupil Support

- 2.1 Provide support and guidance on a one to one basis or to teams of pupils in their core skills and curriculum needs as per school policies/practices.
- 2.2 To actively encourage the inclusion of all pupils to participate in the life and activities of the school and access the national curriculum to the best of their ability.
- 2.3 To provide individual assistance or assistance within groups through implementing behaviour plans, Individual Education Plans and teaching strategies etc, to maximise their achievements.
- 2.4 As required to deal with pupils who require physical restraint and intervention, using such methods as TEAM-TEACH, under the direction of the Headteacher.
- 2.5 As required, to deal with the personal care and comfort and necessary minor medical treatments of pupils, i.e. toileting and intimate care issues (as per school guidance and direction).
- 2.6 To contribute to plans, reviews and evaluations of pupils by writing reports on pupils' progress and attendance at meetings.
- 2.7 To provide lunchtime cover as required.
- 2.8 As required by the school to assist under the direction of the School Nurse and/or Physiotherapist in medically related issues eg. Administer medication-dosage already drawn up by the Nurse, gastrostomy feeding and preparing to care for children requiring other medication administered and Physiotherapy treatment.

3. Curriculum Activities

- 3.1 To maintain stock of resources, ordering new replacements as agreed with colleagues, to support the work across the team in its delivery of service.
- 3.2 To contribute in the presentation of pupils' work and maintenance of display areas.

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- 3.3 To assist with the preparation and tidying of the classroom and upkeep of resources.
- 3.4 To attend and contribute to duty related meetings as required.
- 3.5 To assist in the planning and implementation of structured and agreed learning activities/teaching programmes.

5. General

The above list is not exclusive or exhaustive, and the school may require the job holder to undertake duties commensurate with the level of the role.

- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Carry out your duties with due regard to current and future School/Trust policies, procedures and relevant legislation

As part of your wider duties and responsibilities you are required to promote and actively support the School's/Trust's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Enhance Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share to this commitment. Appointments made are subject to an Enhanced Check by the Disclosure and Barring Service.

RESPONSIBLE TO: Head Teacher

RESPONSIBLE FOR: None

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