

Derby Moor Academy  
January 2018

<b>JOB DESCRIPTION – TEACHING ASSISTANT (Term time Plus 2 weeks)</b>
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**Name:**

**SALARY: Scale 4 (points 18-21) Qualified**

**1.0 JOB TITLE AND PURPOSE: Teaching Assistant**

To provide educational and pastoral support to the students assigned to him or her according to their educational or pastoral needs.

**2.0 WORKING HOURS**

37 hours per week for 41 weeks of the year; term time plus 2 weeks (paid over 52 weeks)

Working hours; exclusive of 30 minute unpaid lunch break:

Monday to Thursday 8:30am to 4:30pm

Friday - 8:30am to 4:00pm

A Teaching Assistant should also attend the following meetings:

- All whole school staff meetings
- SEND Faculty Team Meetings and any other Faculty meetings as appropriate
- Twilight and additional training as required

**3.0 LINE MANAGEMENT:**

**Responsible to:** Principal via Vice Principal (Curriculum, Behaviour and Safety) SENCO/STs

**4.0 DUTIES AND RESPONSIBILITIES:**

All Teaching Assistants are required to meet National Occupational Standards for support staff – full details are to be found in '*National Occupational Standards for Supporting Teaching Learning*' to be found on the Department for education website.

STL1 Provide support for learning activities

STL3 Help to keep children safe

SLT5 Provide effective support for colleagues

STL7 Support the use of information and communication technology for teaching and learning

STL8 Use information and communication technology to support student learning

STL9 Observe and report on student performance

STL17 Invigilate tests and examinations

STL19 Promote positive behaviour

STL20 Develop and promote positive relationships

STL21 Support the development and effectiveness of work teams

STL22 Reflect on and develop practice

STL23 Plan, deliver and evaluate teaching and learning activities under the direction of the teacher

STL24 Contribute to the planning and evaluation of teaching and learning activities

STL25 Support literacy development

STL26 Support numeracy development  
 STL28 Support teaching and learning in a curriculum area  
 STL29 Observe and promote student performance and development  
 STL30 Contribute to assessment for learning  
 STL31 Prepare and maintain the learning environment  
 STL35 Support bilingual and multilingual students  
 STL36 Provide bilingual/multilingual support for teaching and learning  
 STL37 Contribute to the prevention and management of challenging behaviours in children and young people  
 STL38 Support children with disabilities or special education needs and their families  
 STL39 Support children with communication and interaction needs  
 STL40 Support students with cognition and learning needs  
 STL41 Support students with behaviour, emotional and social development needs  
 STL42 Support students with sensory and/or physical needs  
 STL44 Work with children and young people with additional requirements to meet their personal support needs  
 STL45 Promote children's well-being and resilience  
 STL46 Work with young people to safeguard their welfare  
 STL47 Enable young people to achieve citizenship  
 STL48 Support young people in tackling problems and taking action  
 STL49 Support children and young people during transitions in their lives  
 STL50 Facilitate children and young people's learning and development through mentoring  
 STL51 Contribute to improving attendance  
 STL55 Contribute to maintaining student records  
 STL56 Monitor and maintain curriculum resources  
 STL59 Escort and supervise students on educational visits and out-of-school activities  
 STL60 Liaise with parents, carers and families  
 STL61 Provide information to aid policy formation and the improvement of practices and provision  
 STL64 Provide leadership in areas of responsibility  
 STL67 Provide learning opportunities for colleagues  
 STL68 Support learners by mentoring in the work place  
 STL69 Support competence achieved in the workplace

## **PART TWO: PERSONAL AND PROFESSIONAL CONDUCT**

**A Teaching Assistant is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout their career.**

- Teaching Assistants uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
  - treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teaching assistant's professional position.
  - having regard for the need to safeguard students' well-being, in accordance with statutory provisions.
  - showing tolerance of and respect for the rights of others.
  - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
  - ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.

- Teaching Assistants must have proper and professional regard for the ethos, policies and practices of the school in which they work, and maintain high standards in their own attendance and punctuality.
- Teaching Assistants must have an understanding of, and always act within, the national occupational standards for supporting teaching and learning in schools.

**PART THREE: OTHER**

**Appraisal**

- To participate in arrangements agreed at Derby Moor Academy for the appraisal of his/her performance and the development identified.

**Policies**

- To understand and comply with all school policies.
- To take all reasonable steps to ensure that Health and Safety requirements are observed, both on the school premises and elsewhere.

Signed \_\_\_\_\_ Post holder

\_\_\_\_\_ Date

\_\_\_\_\_ Principal

\_\_\_\_\_ Date