Tettenhall Wood School

Job Title: Teaching Assistant – Grade 4

Job Purpose

- To work under the specific supervision, instruction and guidance of the Class Teacher to support the teaching and learning activities in the classroom.
- To provide general support to the Class Teacher in the organisation of the classroom and educational and emotional development of pupils.
- To assist the Teacher in creating and maintaining a purposeful, orderly and supportive learning environment.
- To promote the inclusion of all pupils, ensuring they have equal access to opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of all children and young people within the school.
- To be physically able to support behaviours that challenge and to be responsible in promoting positive behaviour support to improve the quality of life of pupils.

Responsible to:

- The Head Teacher and the Governing Body of the school

Reports to:

- The Assistant Head Teacher of the designated Pathway

Main responsibilities:

Support for the Teacher

- Maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use given strategies, in liaison with the Teacher and under there guidance, to support pupils to achieve their outcomes
- Assist with the planning of learning opportunities
- Monitor pupils' responses to learning opportunities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils, progress, barriers to learning, emotional regulation etc
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with behaviours that challenge in line with established policy and encourage/promote reflective practice at all times
- Establish constructive relationships with parents/carers
- Provide clerical/administrative support e.g., photocopying, typing, filing, money, administer coursework etc.

Support for the Curriculum

- Undertake structured and agreed learning opportunities/teaching programmes, making minor adjustments to activities, according to pupil responses and learning
- Undertake pre-defined programmes linked to local and national learning strategies e.g., literacy, numeracy, KS3, early years, recording achievement and progress, and feeding back to the Teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use and follow the agreed school processes for the use of ICT and its maintenance
- Prepare, maintain and use routine equipment/resources that are required to meet the given lesson plans/relevant learning opportunity and assist pupils in their use

Support for Pupils

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with implementation of Personal Learning Planners/Positive Behaviour Support Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the Teacher
- Ensure individual pupil communication systems are implemented consistently
- Deliver given strategies that set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the Teacher
- Being physical fit and able, use PBS as a framework to support pupils' behaviour and ensuring improved quality of life.

Support for the School

- **The jobholder must observe their obligations in accordance with the school's Child Protection Procedure and the document 'Keeping Children Safe in Education: Information for all school and college staff', and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. Copies of the above procedure and document can be obtained from the school**
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the Teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required

- To ensure that the school functions effectively on a daily basis through the provision of staff duties and rotas.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn
- To comply with all statutory procedural requirements in school e.g., Child Protection, Pool Safety, Fire, Visits, etc.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this Job Description.

Employees are expected to treat colleagues with dignity and respect and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This Job Description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The Job Description can never be fully descriptive and exhaustive of unforeseen circumstances. It is expected that staff will respond to emergencies as they arise, commensurate with their qualifications.

Special Conditions of Employment
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. If the jobholder is arrested or summonsed for an offence, or they receive a conviction, 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 is consistent with the safety of children, compliance with statutory safeguarding procedures and the school's relevant procedures. Failure to disclose such information may result in disciplinary action, which could lead to the termination of the jobholder's employment.
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 omissions (failure to act). Full guidance regarding health and safety is set out in the school's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's Line Manager and must be observed by the jobholder.

Confidentiality and Data Protection The job holder is expected to comply with the provisions of the Data Protection Act 1998. Any information that 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 School's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The school's Whistleblowing Policy is available from the Reception Office.
Equality and Diversity Tettenhall Wood School is committed to equality and values diversity. As such, the school is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the school 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 Development Tettenhall Wood School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.
Mobility The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the school may be required, in accordance with legitimate operational requirements and/or facilitating the avoidance of staffing reductions.

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 salary grade for the job. The jobholder is expected to comply with any reasonable management requests.

Signed: ……

Ross Ashcroft **Head Teacher**

Date: 24/06/2024

Tettenhall Wood School Towards World-class Success	PERSON SPECIFICATION – TEACHING ASSISTANT GRADE 4		
	Essential	**Desirable**	**Method of Assessment**
Qualifications and Training	• NVQ Level 2 or equivalent in a related area • Good Numeracy and Literacy Skills	• First Aid • Additional SEN qualifications	Application Form Certificate
Knowledge and Experience	• Experience of working with relevant age groups within a learning environment • Experience of working with pupils with ASD and complex learning difficulties • Experience of working with pupils with SEMH • Understanding of classroom roles and responsibilities • Knowledge of school policies and procedures • Knowledge of SEN, EHCPs and the support requirements	• Experience of proving one to one support • Classroom experience of working with children, including those with SEN, in either a paid or voluntary capacity • Knowledge and experience of PBS	Application Form Selection Process References
Skills and Abilities	• Ability to encourage pupils to participate in or complete tasks • Ability to work as part of a team • Ability to relate well to children • Able to use ICT, including computer, audio, video equipment and photocopier • Ability to provide necessary personal care to children • Ability to communicate clearly		Application Form Selection Process References

PERSONAL QUALITIES – ESSENTIAL

- Commitment to the school's values and Code of Conduct
- Commitment to Safeguarding
- Demonstrates the ability and willingness to participate in training
- Demonstrates strong organisational skills
- Demonstrates excellent communication and interpersonal skills
- Demonstrates a calm manner that is approachable and flexible
- Demonstrates a willingness to learn and self-develop
- Demonstrates patience and the ability to remain calm in challenging situations
- Demonstrates the ability to deal with sensitive information in a confidential manner
- Demonstrates a commitment to making a positive contribution to school life
- Demonstrates a commitment to promoting and securing equal opportunities
- Demonstrates a commitment to providing pupils with experiences relevant to living in a culturally diverse society
- Flexibility