

Job Description for Inclusion Teaching Assistant

Job Purpose and Main Duties and Responsibilities

- To assist in the educational and social development of the pupil(s) under the direction and guidance of the Head Teacher, Inclusion Lead and Class Teacher.
- To assist with the planning of learning activities – more specifically to be able to assist with planning to adapt the curriculum to meet the needs of the individual pupil(s).
- To assist in the implementation of individual and targeted provision and support for the pupil(s) and help monitor their progress.
- To provide support for the pupil(s) inside and outside the classroom to enable them to fully participate in activities.
- To work with other professionals, such as speech therapists and occupational therapists, as necessary and deliver programmes devised by these professionals.
- To attend meetings relevant to the educational development of the individual pupil(s) e.g. TAC meetings or Annual Reviews, as directed by the Class Teacher, Inclusion Lead or Headteacher.
- To assist Class Teachers with maintaining pupil records.
- To support the pupil(s) with emotional and/or behavioural needs and help develop their social skills.
- To enable the teacher to implement the curriculum and respond to the pupils' needs.
- To contribute to, and collaboratively review the pupil's Individual Provision Map (My Plan) and Education Health and Care Plan as appropriate.
- Undertake programmes of intervention, recording achievement, progress and next steps and feed back to the Class Teacher/ Inclusion Lead.
- To prepare resources in order to scaffold the pupil's learning e.g. visual prompts, cue cards etc.
- To extend the pupil's learning through effective questioning.
- To support the individual within the setting – e.g. phonics, circle times and focused activity learning
- To lead on targeted interventions for a Key Stage
- To track progress of an intervention and input data where needed
- To act as a general TA under the direction of the class teacher
- To actively promote and support the safeguarding of children and young people in the workplace, ensuring that all staff and volunteers observe school policies and procedures to keep children safe from harm.
- To promote the agreed vision, aims and values of the school

Other duties and responsibilities

Under the direction of the Class Teacher, Inclusion Lead and Executive Head Teacher:

- To follow and implement school policies and procedures
- Interact with teaching and non-teaching colleagues in a positive manner seeking to establish and maintain productive relationships in order to promote and improve the quality of teaching and learning in the school as well as the pastoral care of its pupils
- To undertake any relevant training
- To attend parent/carer information meetings, to provide advice and support as required
- Participate on school activities and appropriate staff meetings
- To assist in the identification of child abuse and neglect, and be constantly alert for any children at risk, or suffering the effects of deprivation, malnutrition or lack of adequate clothing.
- Establish constructive relationships with parents/carers
- To cater for the physical needs of children. This will include caring for any sick children and those suffering minor injury within their group.
- Clean and check books, toys, dressing-up clothes and other equipment and materials and, as necessary, assist in their repair and production
- Liaise and co-operate with all other professionals relevant to the education and well-being of the children

To undertake such other reasonable duties as required for the effective carrying out of the post, consistent with the grade of the post and experience of the post holder.

Please note that the above duties are not set out in any particular priority – the school views them all as important. It is the school's policy and a condition of your contract of employment that the job description be kept under review and may be varied from time to time to meet changing needs.

Line Manager: Inclusion Lead