



Job Description

Inclusion Teaching Assistant

Salary: Scale 4 (Point 7 – 11), £24,294 – £25,979 (depending on experience) plus London weighting £2,175 pro rata/per annum.

36hrs per week pro rata

Line Manager: Assistant Head for Inclusion

1. Job Purpose:

- 1.1 To work under the guidance of teaching/senior staff and within an agreed framework of supervision, to undertake work, care and/or support programmes for pupils.
- 1.2 To promote access to learning for all pupils and assist and supervise the teacher in the management of pupils and the classroom.
- 1.3 To contribute to the overall ethos, work and aims of the school.

2. Principal Accountabilities And Responsibilities:

- 2.1 Supervise and provide support and assistance to individuals and groups of pupils including those with special needs, ensuring their safety and access to learning activities. Assisting in the supervision of pupils who have been excluded from or otherwise not working to a normal timetable.
- 2.2 Undertake structured and agreed learning activities and teaching programmes for individuals and groups of pupils, including local and national learning strategies such as literacy, numeracy, early years.
- 2.3 Assist colleagues, including the Inclusion Leader with the planning of learning activities to take account of pupil needs and responses. Assist in the evaluation of learning activities and teaching programmes and adjust learning activities for pupils accordingly.
- 2.4 Under the guidance of the teacher, use appropriate strategies and approaches to support and assist pupils to achieve learning goals based on individual education/behaviour plans, personal care plans and support and mentoring plans.
- 2.5 Establish constructive relationships with pupils and interact with them according to their individual needs.
- 2.6 Monitor and record pupils' progress, achievements and responses in respect of all learning activities and teaching programmes.
- 2.7 Promote efficient and effective transfer of pupils across phases, and the integration of those who have been absent from school.
- 2.8 Provide detailed and evidenced feedback to the teacher on pupil progress, achievements, and problems, and under guidance of the teacher provide feedback to pupils on their progress and achievements.



- 2.9 Assist in attending to the personal needs of pupils and provide advice and support to assist in their social, health, physical and hygiene development.
- 2.10 Create and maintain a orderly and supportive environment for pupils and teachers
- 2.11 Develop, maintain and review records/systems, as agreed with the teacher.

- 2.12 Prepare, maintain and use equipment and resources, including information and communication technology (ICT), for use in relevant learning activities and teaching programmes, and assist in the development of pupils' competence and independence in their use.
- 2.13 Administer routine tests, assessments, and undertake marking of pupils' work.
- 2.14 Provide a range of clerical and administrative support to teaching staff, including assisting with the display of pupils' work, photocopying, word-processing and filing
- 2.15 Promote positive pupil behaviour, employing appropriate behaviour management strategies to deal with conflict and incidents promptly in accordance with the school's policies and procedures, and encourage pupils to take personal responsibility for their behaviour.
- 2.16 Employ strategies to promote the inclusion and acceptance of all pupils, and encourage self-esteem and independence.
- 2.17 Assist with supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- 2.18 Accompany teaching staff and pupils on trips and school activities as required and take responsibility for a group under the general supervision of the teacher.
- 2.19 Participate in training and development activities/programmes, and meetings as required.
- 2.20 Use skills, training and experience to support learning provision for pupils with special needs.
- 2.21 Establish and develop constructive relationships with parents/carers and other agencies/professionals as agreed with the teacher, and participate in feedback sessions/meetings with parents/carers.
- 2.22 Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:
 - child protection/safeguarding children,
 - health, safety and security,
 - confidentiality, and
 - data protection.
- 2.23 Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- 2.24 Undertake these duties within agreed departmental service/school objectives, policies and procedures and promote the Council's Equal Opportunities Policy.