

## TEACHING ASSISTANT

### JOB DESCRIPTION

**Grade 14, Points 4-6**

**Full time 31.25 hours per week**

**8.45am – 3.30pm Monday to Friday**

**Term Time only, plus INSET**

#### PURPOSE OF THE POST

To provide support for learners, the teacher and the school in order to raise standards of achievement for all pupils, to encourage them to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of their local community and school life.

#### What we expect your commitment to be in the role of a Teaching Assistant at Selworthy School

1. To promote and value the aims of the school across all settings. This will include an absolute commitment to (Continuing Professional Development) CPD, that may, according to the needs of the school, require the post holder to attend training out of hours. This will be a well-planned, reasonable request with plenty of notice given. We expect our staff to view these opportunities as a chance to up-skill or work safely, unfortunately we cannot always pay individuals to attend this training.
2. Work as part of the staff team at the direction of the Head teacher/Deputy Head teacher/Class Teacher to support teaching provision and pupils' learning.
3. Under the guidance of the Class Teacher, to work with individuals and groups of learners in class, to help them to achieve to the best of their ability.
4. Under the direction of the class teacher, make assessments of the work undertaken by pupils in activities you supervise and report those assessments to the class teacher.
5. Under the direction of the class teacher, to maintain records of the progress of pupils in their work.
6. To maintain records in the classroom of incidents involving challenging behaviour by learners.
7. To provide objective and accurate feedback to the learner, helping them to scaffold and extend their learning.
8. At the direction of the Class Teacher, to assist in the preparation and arrangement of teaching areas and the maintenance of resource areas in class and around the school.
9. Under the direction of teaching staff, supervise children, sometimes alone, using cloakrooms, toilet facilities, school minibuses and playgrounds, and entering and leaving school transport
10. Support the programmes for any targeted interventions for individuals and small groups and assist learners to access the full curriculum, including work experience, off site activities, assisting with horse riding etc., including writing in diaries, making phone calls
11. Under the direction of the Teacher to maintain links /knowledge with parents and other professionals
12. Communicate and liaise with other members of school staff in order to ensure the most effective provision for learners' academic, emotional and social development

13. Provide support for learners' emotional and social development by encouraging and modelling positive behaviour, and dealing with disruption as agreed in the school's Behaviour Policy.
14. Ensure the physical welfare of all learners and assist them with their physical needs as appropriate and agreed.
15. Assisting physiotherapists, speech therapists and other such professionals in the execution of teaching or therapy programmes
16. Supervise pupils in the playground and organise play time activities.
17. Attend educational visits with learners, in accordance with school policies and safety guidelines, providing assistance with learners' care and welfare and with the learning activities undertaken
18. To attend and take part in events such as Open Evening.
19. To assist with the care of sick or injured children, including escorting them home or to hospital as necessary.
20. Undertake any other reasonable duties from time to time as may be directed by the Head teacher or Class Teacher.
<b>Personal Responsibilities</b>
1. To have a professional attitude and be a positive role model to our learners, in attitude, behaviour, dressing appropriately for curricula activities i.e. in PE to wear appropriate foot wear and clothing.
2. To be punctual. E.g. by 8.45am, be in class ready to discuss the day's activities with the class teacher and help to prepare the classroom and organise equipment for the day. At 3.15pm assisting learners to their transport or any other necessary tasks.
3. A high level of attendance is expected. After any absence to attend a return to work interview. County policy is that absence over 10 days in any one year and over 5 days for the care of a dependant in a year, warrant an extended interview with the SMT/HR Manager and attend an external Occupational Health Interview regarding your ability to perform school duties and fitness for the post at Selworthy School.
4. To be a cooperative, empathic member of staff who contributes fully to the smooth running of the class/school
5. Be aware of key school plans and abide by, policies and procedures, especially the Health and Safety Procedures, Child Protection Procedures and the Code of Conduct.
6. Take part in the Annual Review and Development contained within this Job Description in order to identify and agree development and training needs.
7. Undertake identified training/twilight training that is required to enable you to provide the school with: (i) effective support (ii) extend own knowledge and expertise (iii) of working with our learners. Training may be provided off site or in school.
8. To attend staff meetings as required.
9. To treat all members of the school community equally.
10. To follow the school policy of Confidentiality and respond sensitively to learners needs.
11. To promote the safeguarding of children.

Selworthy School is committed to safeguarding pupils and believes in equality for all

Selworthy School promotes the welfare of children and young people and expects our community to share this commitment

