

Job Description Teaching Assistant – Secondary School

Job purpose

To work under the direction of the Lead TA, if post exists in school, or the Headteacher, to support teaching and learning usually within the classroom to maximise the participation of pupils in the social and academic processes of the school.

Working independently to encourage pupils to become more independent learners and help to raise achievement and attainment for all pupils.

This may be done in the form of one-to-one support, working with small groups or the whole class, to help raise the standard of achievement for all pupils.

Specific responsibilities

Key duties:

- 1) Assist the class teacher to plan, differentiate and prepare intervention strategies to improve learning for specific pupils.
- 2) To monitor progress against these targets, planning and implementing further strategies as required.
- 3) Provide support to individuals and groups, enabling them to access the curriculum, whilst monitoring progress and responding to challenges as they arise.
- 4) To keep parents, carers, families and the Lead TA fully informed of developments and plans.

Support the pupil by:

- 1) Undertaking learning activities with either individuals or groups of children to ensure their safety and facilitate their physical, emotional and educational development.
- 2) Developing their key curriculum skills by having an awareness of individual needs, targets and the support required to assist the pupils' development.
- 3) Carrying out pre-determined educational activities and work programmes whilst promoting independent learning.
- 4) Working to establish a supportive relationship with the pupils by communicating effectively, allowing them to feel valued and listened to and encouraging questions and ideas.
- 5) Encouraging acceptance and inclusion of the child with specific needs, while promoting and reinforcing the child's self-esteem.

Support the teacher by:

- 1) Providing support for learning activities by monitoring the effectiveness of activities in promoting pupils' learning and modifying these where necessary.
- 2) Monitoring individual children's needs, maintaining records of the pupils' development and reporting these to their designated supervisor as appropriate.



- 3) Providing general support to the teacher in the management of pupils in the classroom and on educational visits.

Support the school by:

- 1) Demonstrating a willingness to keep up to date with professional practices by maintaining an understanding of the requirements of the role.
- 2) Being aware of school's policies and procedures.
- 3) Being aware of confidential issues linked to home/pupil/teacher/schoolwork and to keep confidences as appropriate.
- 4) Undertaking any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post.
- 5) Performing any task or duty under the reasonable direction of the Lead TA or a member of the School's Senior Leadership Team.

General

The duties and responsibilities of this role have been developed with due consideration to the Supporting Teaching and Learning National Occupational Standards (STL NOS).

The standards appropriate to this role are: STL1, STL3, STL6, STL8, STL18, STL20, STL24, STL31, STL33, STL37, STL40, STL49, STL55, STL59, STL60, and STL62.

This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.

The duties and responsibilities of the post will evolve to meet changes in financial regulations, statutory requirements or the natural development of the Academy and/or Trust. Such changes are, therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such.



Person Specification

Requirements	Essential	Desirable	Demonstrated By
Qualifications & Training	Applicants must have GCSE (or O Level) at Grade C or above in Maths and Grade C or above in English.	Behaviour management qualifications and/or training. Level 3 TA qualification is highly desirable.	Application Form
Experience	Previous experience of working with primary school aged pupils 11yrs to 18 yrs.		Application Form Interview
Skills	ICT literate – must be able to use Microsoft Office		Application Form
Knowledge	An excellent understanding of how children learn. Good English and Maths knowledge and understanding of how to support children in all areas of learning. Understanding of factors likely to impact on students' behaviour and well-being.	Safeguarding Policy and Procedure.	Interview Task
Management	Able to manage own workload. Able to prioritise. Able to show initiative.		Interview Task
Aptitude and Personal qualities	Excellent communication skills – empathy with children with the ability to relate well to staff and parents Ability to work effectively as part of a team, committed to making a difference. Reliable, enthusiastic, highly motivated. Calm and professional manner. Helpful and resilient. High standards.		Application Interview Task

