ST EDMUND'S CATHOLIC SCHOOL

JOB DESCRIPTION

JOB TITLE: **Teaching Assistant**

REPORTS TO: SENCO/Headteacher

GRADE: Pay Band 4-5 (Depending on Experience)

SUPERVISES: Not Applicable

JOB PURPOSE:

To enable pupils with specific impairments access to learning by supervising and assisting pupils (one to one and in small groups) across a wide range of activities and supported learning activities.

To promote the development of the physical and mental well-being of pupils and under the guidance of a teacher plan, prepare and modify lessons / learning activities.

To manage and supervise pupil behaviour and contribute to the effective organisation of the school with administrative and clerical support.

Preparing teaching and learning materials in a format suitable for the individual pupils. Support the full integration of pupils into the School community.

To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.

To fully comply with the Health and safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work.

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.

To work with colleagues to achieve service plan objectives and targets.

To participate in Employee Development schemes and Appraisal and contribute to the identification of own team development needs.

PRINCIPAL RESPONSIBILITIES/DUTIES

Teaching and Learning Assistance – delivering learning under teacher guidance

• To assist in planning, organising and managing structured learning activities, which reflect specific expertise and knowledge.

• Evaluate and adjust lesson plans to suit the specific need of the pupil.

• Support the Curriculum Plan and learning programmes designed by the teacher.

• Supporting pupils, including those with SEN individually or in small groups, implementing individual education plans, using either specialist knowledge or skills in providing such support (e.g. sign language).

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• To work within a group of professionals supporting the learning of pupils with specific impairments, individually or in small groups under the guidance of a teacher.

• To assess the needs of each individual learner and negotiate with the mainstream teaching staff to plan the most appropriate ways of supporting learning.

• To adapt the language of learning materials to help individual pupils understand more easily.

• Assist with the development of Individual Education Plans or targeted learning objectives.

• Supervise pupils, delivering learning activities to small groups of pupils, adjusting activities within the scope of the lesson plan and learning outcomes in response to pupils learning.

• Monitor pupil responses to learning through observation and structured assessment against pre-determined learning objectives.

• Provide objective and accurate feedback sensitively for pupils, parent etc and producing evidence based reports to Teaching Staff.

• Ensure the milestones for achievement are challenging and demanding, adjusting activity as required.

• Providing unobtrusive guidance and support to enable pupils to find answers to questions and tasks set, using knowledge of each pupil's differing levels of development and ability to ensure progression and continuity.

• Support the use of IT as a learning aid (including the use of specialist curriculum software), assisting pupils to develop IT competence and independent use of systems.

• Develop and determine the need for specialist equipment, to prepare and maintain these as associated with the specific subject area or curriculum key stage.

• Mark pupils' work, recording progress and achievement. Administer and mark tests, invigilate exams.

• Classroom cover supervision in emergency circumstances including responding to pupils' questions and generally help pupils undertake activities and achieve learning outcomes.

• To contribute to the provision of deaf awareness or other specific training and advice to mainstream staff.

• Be involved in extra-curricular activities, (e.g. clubs, activities, trips, open days, presentation evenings).

• Provide clerical and administrative support, e.g. photocopying, typing, filing, collation of pupil reports.

• Report student and school issues in line with the School's policies for health and safety, child protection, behaviour management etc.

• To support with welcome morning duty and other school activities.

• Attend meetings and training sessions as required.

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