

## Job description Teaching Assistant (Band 4)

### **Job purpose**

To work under the direction of the SENDCO and Lead TA, to support teaching and learning within the classroom and small group/individual interventions 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.

To develop, plan, deliver and review learning activities for individuals and groups of pupils for example Princes Trust.

### **Specific responsibilities**

#### **Key Duties:**

- Contribute to the planning and evaluation of learning activities, differentiating and preparing intervention strategies to improve learning for small groups of pupils or specific pupils.
- Provide specialist support to individuals and groups, enabling them to access the curriculum, whilst monitoring progress and responding to challenges as they arise.
- Use pupil assessment and observations to report on development, progress and attainment to parents, carers, families and the Lead TA.
- Support the SEND reviews which are conducted termly for each year group.

#### **Support the pupil by:**

- 1) Supporting the learning activities of individuals or groups of children, demonstrating an understanding of the stages of their development to ensure the pupils are reaching their full potential.
- 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) Working alongside the teacher to ensure that learning activities are effective in promoting pupils' learning, making adjustments where necessary.
- 2) Assisting with the development of individual plans for pupils, enabling pupils to understand and meet their targets.
- 3) Monitoring individual children's needs, maintaining records of the pupils' development and sharing appropriate information with senior staff and the pupils' families as appropriate.
- 4) Providing support to the teacher by supervising groups of pupils in the classroom and on educational visits.





# OUR LADY OF LOURDES

CATHOLIC MULTI-ACADEMY TRUST

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## Support the school by:

- 1) Develop relationships with other members of staff, sharing expertise to best support teaching and learning.
- 2) Demonstrating a willingness to keep up to date with professional practices by maintaining an understanding of the requirements of the role.
- 3) Being aware of school's policies and procedures.
- 4) Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
- 5) Undertaking any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post.
- 6) 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, STL28, STL31, STL33, STL34, STL35, STL36, STL37, STL39, STL40, STL41, STL42, STL49, STL52, STL55, STL59, STL62 and STL64.

*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.*



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### Person specification

Requirements	Essential	Desirable	Demonstrated By
<b>1. Qualifications &amp; Training</b>	Applicants must have GCSE (or O Level) at Grade B or above in Maths and Grade C or above in English  Level 3 TA qualification (or able to demonstrate equivalent experience)	Behaviour management qualifications and/or training	Application Form
<b>2. Experience</b>	Previous experience of working with secondary school aged students aged 11-16yrs.		Application Form Interview
<b>3. Skills</b>	ICT literate – must be able to use Microsoft Office		Application Form
<b>4. Knowledge</b>	An excellent understanding of how children learn. Good English and Maths knowledge and understanding 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
<b>5. Management</b>	Able to manage own workload Able to prioritise Able to show initiative		Interview Task

<p><b>6. Aptitude and</b></p> <p><b>Personal qualities</b></p>	<p>Excellent communication skills – empathy with children</p> <p>with the ability to relate well to staff and parents</p> <p>Ability to work effectively as part of a team, committed to making a difference</p> <p>Reliable, enthusiastic, highly motivated</p> <p>Calm and professional manner</p> <p>Helpful and resilient</p> <p>High standards</p>		<p>Application</p> <p>Interview</p> <p>Task</p>
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