**ASHLEY HIGH SCHOOL**

**JOB DESCRIPTION**

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| **Post:** | Teaching Assistant 32.5 hours per week |
| **Grade:** | Scale Point level 3/4 – Grade 5-11 plus 1SEN |
| **Qualifications** | NVQ3 or equivalent experience |
| **Purpose of the Post:** | To support the work of teachers in preparing the learning environment, and work with/supervise, individuals and groups of children under the direction/instruction of teaching staff, inclusive of specific individual needs, enabling access to learning for all pupils and assistance and support in classroom management and behaviour techniques. To support National Curriculum to designated classes, supporting challenging and appropriate learning opportunities at Ashley High School. This role will be provisionally based at the off-site provision in Runcorn. |

**Duties and Responsibilities:**

1. **SUPPORT FOR THE PUPIL**

* Establish good working relationships with pupils, acting as a role model.
* Be aware of and respond appropriately to individual pupil needs ensuring effective interaction.
* Provide specific support to pupils dependent upon their individual needs ensuring their safety whilst supporting access to learning activities, under the direction of the teacher.
* Promote inclusion and acceptance of all pupils.
* Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.
* Provide one to one support in either a care/special needs capacity for individual pupils, as directed by the teacher.

1. **SUPPORT FOR THE TEACHER**

* Assist with the display of children’s work.
* Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
* In liaison with the teacher, utilise strategies to support pupils in achieving learning goals.
* Report pupil achievement, progress and issues as appropriate in agreed format.
* Undertake pupil record keeping as requested.
* Administer routine tests and invigilate exams as directed.
* Promote good behaviour, dealing with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.
* Establish constructive relationships with parents/carers and communicate information as required.

1. **SUPPORT FOR THE CURRICULUM**

* Undertake structured and agreed learning activities/learning programmes, on and off-site, taking into consideration pupil learning styles, including small group work.
* Undertake literacy/numeracy programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher.
* Support the use of ICT in learning activities and develop pupils’ competence and independence in its use.
* Prepare, maintain levels and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

1. **SUPPORT FOR THE SCHOOL**

* Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
* Be aware of and support difference and ensure all pupils have equal access opportunities to learn and develop.
* Contribute to the school ethos, aims and development/improvement plan.
* Have an awareness of and support the role of other colleagues.
* Attend relevant meetings as required.
* Participate in training and other learning activities as required.
* Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours.
* Accompany teaching staff and pupils on visits, trips and out of school activities as required.

1. High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements.
2. Responsible for improving your own practice through observation, evaluation and discussion.
3. Comply with the Data Protection Act and School Policies and Procedures.
4. The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
5. Comply with the School’s Health and Safety Policy and associated safe working procedures and guidelines.
6. Comply with the School’s Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
7. Comply with the School’s Data Protection Policy and Code of Practice within the service area of the post.

The post is subject to Disclosure & Barring Service checks.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Headteacher will expect to revise this job description from time to time and will consult the post holder at the appropriate time.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_