



# CROOKHORN COLLEGE

Headteacher: Sarah Bennett, B.A. (Hons), N.P.Q.H.

Stakes Hill Road, Purbrook, Waterlooville PO7 5UD Telephone 023 92 251120

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## JOB DESCRIPTION TEACHING ASSISTANT

The Teaching Assistant reports to the SENCo.

Contractual Hours: Between Monday-Friday (Term time only)

### Responsibilities

#### **Support for Students**

- To develop an understanding of the special needs of the student(s) concerned.
- Work with an individual or groups of students on work set by the class teacher or on a learning support intervention.
- Assist in ensuring students are kept on task and complete activities set by teachers, helping them to develop study and organisational skills.
- Build and maintain successful professional relationships with students.
- Deal with behavioural and special needs issues in conjunction with the teacher.
- Help implement lesson plans.
- Provide feedback to students in conjunction with the teacher.
- Deliver and report interventions.
- Act as a reader or scribe in examinations

#### **Support for teachers**

- Help implement lesson plans.
- Provide feedback to pupils in conjunction with the teacher.
- Inform the teacher or SENCOs as appropriate of any concerns relating to a students' progress or well-being.
- Support with the review of Student Profiles.

#### **Support for curriculum**

- Review progress of students against learning programmes.
- Assist in the delivery of Learning support parents' evenings.
- Assist in the marking of reading and spelling tests.

**Support for the college**

- Work as part of the team in relation to individual students, liaising, advising and consulting where appropriate.
- Support implementation of college policies and procedures, including those relating to confidentiality and behaviour.
- To identify personal training needs and to attend appropriate internal and external in-service training.
- Work with outside agencies.
- Any other tasks as directed by the SENCos or Deputy Head with responsibility for Learning Support, which fall within the purview of the post.
- The job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation.

You may be asked to undertake other duties as determined by the Headteacher from time to time. This job description may be reviewed at the end of the academic year, or earlier if necessary. In addition, it may be amended at any time after consultation with you.