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**Job Description**

South Craven School is committed to safeguarding and promoting the welfare of students and young people and expects all staff and volunteers to share this commitment.

At South Craven School we are committed to a high quality induction programme for all staff including ECTs.

*This job description should be discussed and any amendments made annually via the appraisal process.*

Post: **Teaching Assistant**

GRADE: **Grade F (scp 9 – 13) + SEN Allowance**

RESPONSIBLE TO: **Assigned Line Manager**

RESPONSIBLE FOR:

* Supporting the learning process for students or groups of students as Directed by Head of Faculty.

**JOB PURPOSE**

To compliment the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.

To advance students’ learning in a range of classroom settings, including working with individuals, small groups and in whole classes, where the assigned teacher or other appropriate member of staff are present. This may involve planning, preparing and delivering individual activities or a programme of learning activities, as well as monitoring students, assessing recording and reporting on students’ achievement, progress and development. Able to devise and deliver an individualised programme for a student or groups of students.

To take responsibility for other agreed tasks within the Faculty.

**ACCOUNTABILITIES AND MAIN RESPONSIBLITIES**

**As a Teaching Assistant** - Supporting and delivering learning

* Within an agreed system of supervision plan teaching and learning objectives. Evaluate and adjust lesson plans as appropriate
* Deliver learning activities to students within an agreed system of supervision, adjusting activities according to pupil responses and needs.
* Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined assessment objectives
* Manage the learning of groups of students. Evaluate and adjust lesson plans as appropriate.
* Organise and manage appropriate learning environment and resources.
* Provide objective accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate records
* Challenge and motivate students, promote and reinforce self esteem
* Use ICT to advance students’ learning, use common ICT tools for own and students’ learning
* Deliver learning activities for individuals or groups or for a whole class in the absence of the regular class teacher for periods of short-term absence.

**Behaviour, guidance and support**

* Work with the school’s agreed behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence
* Take an appropriate role in the development and implementation of appropriate behaviour management strategies
* Provide advice and guidance as required and appropriate
* As required take an appropriate role in the development, implementation and monitoring of systems relating to attendance and integration e.g. registration, truancy pastoral systems etc
* Work with other staff in planning, evaluating and adjusting learning activities as appropriate
* Take part in establishing constructive relationships with parents/carers, facilitating their support for their child’s access and learning and supporting home to school and community links
* As required assist with administrative support e.g dealing with correspondence, making phone calls etc
* Play an appropriate part in establishing constructive relationships and communicate with other agencies and professionals, in liaison with the Head of Learning Support, to support achievement and progress of individuals

**Whole school community**

* A clear understanding of safeguarding & the protection of students and young people of the school.
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security
* Participate in training and other learning activities and performance development as required
* Attend meeting as directed by the Headteacher
* To undertake any other such duties commensurate with the grading of the post.

While this job outline provides a summary of the post, it may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation.

**South Craven School reserve the right to amend this document as necessary, after consultation with the individual concerned in order to reflect changes in organisational requirements and to ensure that the future goals of the school are successfully achieved.**

**Please also note that it is the individual’s responsibility to make sure that their job description is accurate and up to date.**

**South Craven School is committed to developing the skills of its people. If you have any query about you own personal development, please speak to your line manager.**