



# Alder Community High School

Mottram Old Road | Gee Cross | Hyde | Cheshire | SK14 5NJ

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Headteacher: Mrs M Critchlow BA (Hons) NPQH

Job title	Teaching Assistant (Level 2)
Grade	D (SCP 7-10)
Contract	32.5 hours per week, term time only
Working pattern	Monday – Friday, 8am – 3.10pm
Actual salary	£19,763.82- £20,730.22
Responsible to	SENDCo and Learning Support Manager
Responsible for	N/A

## **Core Purpose**

The post holder will work under the instruction/guidance of teacher/senior staff to undertake work/care/support programmes, to enable access to learning for students and to assist the teacher in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching area.

## **Job Description**

### **Supporting Students**

- Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of individual interventions and support plans and Personal Care programmes.
- Establish constructive relationships with students and interact with them according to individual needs.
- Promote the inclusion and acceptance of all students.
- Encourage students to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to students in relation to progress and achievement under guidance of the teacher.

### **Supporting Teachers**

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work.
- Use strategies, in liaison with the teacher, to support students to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor students' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on students' achievement, progress, problems etc.
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Administer routine tests, invigilate exams and undertake marking of students' work where appropriate.
- Provide clerical/admin support e.g. photocopying, typing, filing, creating displays and maintaining a purposeful environment.

### **Supporting the Curriculum**

- Undertake structured and agreed learning activities/interventions, adjusting activities according to student responses.
- Undertake learning support activities and interventions linked to local and national learning strategies e.g. literacy, numeracy.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use.

### **Developing Self and Working with Others**

- Provide advice to peers and other stakeholders and independently resolve a range of standard and unforeseen issues, within pre-determined operational limits.
- To create and maintain good working relationships with all members of the school community.
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discrimination.

### **Contribution to Whole School**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtime.
- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Contribute to a positive ethos within the school.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.