
JOB DESCRIPTION

POST TITLE: Teaching Assistant

GRADE: F (SCP 7-8)

Hours: 32.5

RESPONSIBLE TO: Director of SEND

JOB PURPOSE: To work under the instruction/guidance of teaching/senior staff, to undertake work/care/support programmes, to enable access to learning for students, including those with SEND 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.

MAIN DUTIES & RESPONSIBILITIES:

SUPPORT FOR THE STUDENT:

- Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities.
- Key worker and group work this could include running intervention groups, be responsible for an area of SEND provision.
- Individual Education/Behaviour Plans and Personal Care programmes amend and practice
- 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

SUPPORT FOR THE TEACHER:

- 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
- 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
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Administer and assess/mark tests and invigilate examinations/tests age Assist the teaching staff in the smooth transition between educational phases
- Establish constructive relationships with parents/carers under teacher guidance
- Provide clerical/administrative support e.g. photocopying, typing, filing, money, administer coursework etc

SUPPORT FOR THE CURRICULUM:

- Support the use of ICT in learning activities and develop students competence and independence in its use
- Knowledge of primary educational setting
- Experience of literacy & numeracy interventions

SUPPORT FOR THE 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
- Assist with the supervision of students out of lesson times
- 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
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory

Safeguarding - Promoting the Welfare of Children and Young People:

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

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.