

Weatherhead High School

POST: NVQ Level 3 Teaching Assistant
36 hours per week, 39 working weeks, to include INSET
NJC points 12 – 17, £19,499 within the range £19,499 - £21,528

Key Role/Functions

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. (3 day maximum). The primary focus will be to maintain good order and to keep students on task. In providing cover supervision Teaching Assistants will need to respond to questions and generally assist students to undertake set activities.

Specific Duties and Responsibilities

1. Support For Students

- To support students' development and promote independence in a safe, secure, challenging environment employing strategies to recognise and reward achievement of self-reliance.
- To support the learning of individuals and groups of students as identified in the weekly curriculum planning and to act as a role model, setting high expectations
- To focus on individual students to ensure their needs are being met within the group
- To work with other staff to develop and implement the One Page Profiles for students
- To encourage students to interact and work co-operatively with others
- To observe, record and support the development and progress of students to identify individual needs and difficulties and to feed back to students in relation to their progress and achievement
- To promote the inclusion and acceptance of all students within the classroom
- To encourage good personal hygiene and assist with necessary self-help skills (feeding, toileting, dressing, etc)
- To meet the physical/medical needs of the student according to a student's individual care plan whilst encouraging independence wherever possible. Medical needs include the administration of medicines by mouth or other medical procedures provided appropriate training has been given by an appropriate person.

2. Support For Teachers

- To plan with teachers the daily/weekly programme of lessons, activities and events in order to support students and adjust lessons/work plans as appropriate
- Occasional supervision of the class in the course of short-term absences of teachers, focusing on maintaining good order and to keep students on task under the guidance of teaching staff and within an agreed system of supervision
- To liaise with other professionals to ensure an appropriate learning environment
- To set out, prepare, use and tidy equipment
- To promote home school partnerships

- To listen, support and discuss issues sensitively with parents and carers under the teacher's supervision and to participate in feedback sessions/meetings with parents
- To monitor and evaluate student's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- To provide objective and accurate feedback and reports as required to the teacher on student achievement progress and other matters ensuring the availability of appropriate evidence
- To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as required
- In class to undertake marking of students work as agreed with the teacher and accurately record achievement/progress
- To administer and assess routine tests and assist in the invigilation of exams/tests as agreed with the teacher
- To provide general clerical support, e.g. administer coursework, produce worksheets for agreed activities etc
- To work with an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.

3. Support For The Curriculum

- To prepare, plan and manage specific activities/teaching programmes, adjusting activities according to students' responses/needs
- To set out and prepare equipment indoors and outdoors
- To implement local and national learning strategies, e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- To support the use of ICT in learning activities and develop students' competence and independence in its use
- To help students access learning activities through specialist support
- To determine the need for, prepare and maintain general and specialist equipment and resources.

4. Support For The School

- To promote the policies and ethos of the school, e.g. personal and social and to promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging students to take responsibility for their own behaviour
- To display students work to reflect their achievement
- To supervise students on outings and visits as required
- To attend staff meetings as required
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and to refer all concerns to the Headteacher, receiving training where necessary from the school
- To treat all information relating to a student as strictly confidential, and to be aware of and comply with school policy and practice, receiving training where necessary from the school
- To support and encourage students on childcare courses, work experience, teaching practice, etc.

- To be a pro-active member of the school and class team
- To establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of students
- To provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To undertake planned supervision of students' out of school hours learning activities
- To attend relevant courses and learning activities in order to update knowledge as required
- To take opportunities to develop own areas of interest and expertise and to use these to advise and support others or to organise specific projects

General

The Teaching Assistant may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post.