

Weatherhead High School

POST: Teaching Assistant, Level 4
36 hours per week, 39 working weeks, to include INSET
NJC points 19 – 24, £22,398, within the range £22,398 - £25,203

Key Role/Functions

To assist in promoting the learning and personal development of students including providing intimate care. To work under the guidance of the Director of SEND, teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom.

Specific Duties and Responsibilities

1. Support for Students

- To support students with personal needs as required by the individual child/young person. This will include help with social welfare, care and health matters, including toileting, dressing, feeding, mobility etc.
- To assist with escorting students on educational visits.
- To assess the needs of the students and use detailed knowledge and specialist skills to support students' learning.
- To communicate with parents and relevant team members (Physiotherapy, Occupational Therapy, Speech and Language) to support the students in school.
- To establish productive working relationships with students, acting as a role model and setting high expectations.
- To promote the inclusion and acceptance of all students within the classroom.
- To support students whilst recognising and responding to their individual needs.
- To encourage students to interact and work cooperatively with others and engage all students in activities.
- To promote independence and employ strategies to recognise and reward achievements of self-reliance.
- To provide feedback to students in relation to progress and achievement.

2. Support for Teachers

- To produce lesson plans, worksheets, plan challenging teaching and learning objectives, evaluate and adjust lesson/work plans as appropriate within an agreed system of supervision.
- To monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- To provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- To record progress and achievement in lessons/activities systematically and provide evidence of a range and level of progress and attainment.
- To work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence.
- To support the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress/achievement etc
- To administer and assess/mark tests and invigilate exams/tests.

3. Support for The Curriculum

- To deliver learning activities to students within an agreed system of supervision, adjusting activities according to student responses/needs.
- To deliver local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of students' skills.
- To use ICT effectively to support learning activities and develop students' competence and independence in its use.
- To select and prepare resources necessary to lead learning activities, taking account of students' interests and language and cultural activities.

- To advise on appropriate deployment and use of specialist aid/resources/equipment.

4. Support for The School

- To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- To contribute to the overall ethos/work/aims of the school.
- To establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.
- To take the initiative as appropriate to develop multi-agency approaches to supporting students.
- To recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- To deliver out of school learning activities within guidelines established by the school.
- To contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.

General

To represent teaching assistants at teaching staff/management/other appropriate meetings.

The Teaching Assistant, Level 4 may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post.