

**SETTLEBECK SCHOOL**

 Job Description

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| **Post Title: Teaching Assistant (Fixed Term 1 Year)** |
| **Hours of Work** | 32.5 hours/week  |
| **Salary** | £19,312 – 19, 698 pro rata |
| **Responsible to** | Liam Richardson SENCO |
| **Job Purpose** | To deliver a range of learning skills and/or personal/practical support to meet the needs and/or well-being for individuals and/or groups |
| **Key Responsibilities****Support for students*** Supervise and provide support for students including those with special educational needs, ensuring their safety and access to learning activities.
* Assist with the development and implementation of individual support plans and behaviour management plans.
* Establish constructive/positive relationships with students and interact with them according to individual needs.
* Promote 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 positive self-esteem and independence.
* Provide feedback to all students in relation to progress and achievement under the guidance of the teacher.

**Support for teachers*** Create and maintain a purposeful, orderly and supportive environment.
* 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 incidents in line with established policy and encourage students to take responsibility for their own behaviour.
* Administer routine tests and invigilate exams and undertake routine marking of students’ work.
* Provide clerical/admin support, e.g. photocopying, typing, filing, money, administer coursework.
* Undertake structured and agreed learning activities/programmes, adjusting activities according to student responses.
* 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 needs of the lesson plans/relevant learning activity and assist students in their use.

**Support for the school*** Be aware of and comply with policies and procedures relating to child protection, health, safety and security, code of conduct, confidentiality and data protection, reporting all concerns to the 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 outside 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.
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| **Prepared by:** Mrs S Campbell (Headteacher) | June 2022 |