

**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. | | |
| **Prepared by:** Mrs S Campbell (Headteacher) | | June 2022 |