

St Mary Abbots School

Job Description

Teaching Assistant

Main Purpose of Job

1. To work under the guidance of the class teacher to support teaching and learning in the classroom
2. To provide general support to the class teacher in the management and organisation of the pupils and the classroom
3. To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment
4. To promote the inclusion of all pupils ensuring they have equal access to opportunities to learn and develop
5. To be responsible for promoting and safeguarding the welfare of children and young people within the school

Main Responsibilities

Support for the Pupils/ Families

- To deliver pastoral and learning support
- To provide feedback to pupils in relation to progress and achievement
- To establish and develop productive working relationships with pupils acting as a role model and developing 1:1 mentoring arrangements and providing support for distressed pupils
- To work with pupils, understanding how to motivate and encourage them to develop and achieve
- To provide support for pupils to broaden and enrich their learning
- To work with the SENCO and other teachers to develop and implement IEPs and behaviour mentoring plans
- To understand the individual needs of children and be responsible for advising them on social health and hygiene
- To promote the inclusion and acceptance of all pupils within the classroom. Encourage pupils to interact and work co-operatively with others and engage in all activities
- To read with individual children and groups and complete reading records as directed by the class teacher
- To work with small groups of children and to take responsibility for their learning
- To support a child with disabilities or special educational needs
- To support children in mixed ability groupings ensuring that they understand tasks and learning objectives

Support for the Teachers

- Within an agreed system of supervision, to work with the teacher to develop lessons, work plans and the classroom environment
- To assess, feedback and record the achievements and progress of pupils through agreed monitoring systems
- To establish and maintain constructive relationships with parents/carers by:
 - supporting their role in pupils' learning
 - providing constructive feedback on pupils progress and achievements
 - facilitating their support for their child's attendance
 - support home to school/community links
- To develop behaviour management strategies. To be proactive in managing behaviour and promote self-control, independence and integration
- To support pupil transitions and attend parents evenings as appropriate
- To accompany teachers and classes on educational visits
- To work with the class teacher to complete administration tasks and prepare displays

Support for the School

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos/work/aims of 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
- To attend and participate in regular meetings, and in training and other activities as required
- To assist in the general care of the school environment
- To assist with children at the beginning and end of the day and in the playground as required
- To support the appraisal system for support staff
- Within an agreed system of supervision to facilitate learning during short periods of absence for planned meetings

Support for the Curriculum

- Within an agreed system of supervision, to deliver learning and teaching activities and adjust these when necessary
- To be responsible for management of stock levels and for maintenance /quality /safety of specialist equipment
- To use and prepare specialist equipment, plans and resources necessary to support learning activities, taking into account pupil's interests, language and cultural backgrounds
- To assist with the development of Literacy, Numeracy and ICT skills and to support their use in learning activities
- To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher

SEN specialism

Within an agreed system of supervision to:

Apply your SEN expertise in the classroom and model/develop good practice with colleagues

General duties include

- To take a lead role, working closely with the SENCo, developing a specialist knowledge and understanding and sharing your good practice with relevant colleagues
- To assist in the education process plus the care and welfare of a child with special educational needs
- To provide 1-1 supervision, support and guidance for a child with complex special educational needs and to develop their learning abilities.
- To work in close partnership with the child's keyworker and SENCO to plan, observe and evaluate learning achievements and needs structured by the child's Individual Education Plan
- To record the child's achievements in writing
- To have a full understanding of the particular needs of the child and how they learn
- To liaise with the parent/carer when necessary