



# The King's School

## Job Description

### TEACHING ASSISTANT

<b>Purpose:</b>	To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve helping teachers in the planning, preparing and delivering learning activities for individuals and or groups. Under the guidance of the SENCo, provide students with individual, personal and behaviour support.
<b>Reporting to:</b>	SENCo, Deputy Headteacher (Inclusion), Headteacher
<b>Liaising with:</b>	SENCo Assistant
<b>Working time:</b>	25 hours per week, 39 weeks per year term time only (to include INSET days) 5 hours daily between 08:50-15:30 Monday – Friday
<b>Salary/grade:</b>	Scale C - £10,272 to £11,496
<b>Disclosure level</b>	Enhanced
<b>Support teachers by:</b>	<ul style="list-style-type: none"> <li>Helping in the organising and managing of an appropriate learning environment and resources.</li> <li>Helping the class teacher in the monitoring and evaluating of student responses to learning activities through a range of assessment and monitoring strategies.</li> <li>Providing objective and accurate feedback and reports as required on student achievement, progress and other matters to the SENCo.</li> <li>Working within an established discipline policy to anticipate and manage behaviour constructively, promoting independence.</li> <li>Helping in administering and assessing tests and invigilating examinations/tests.</li> <li>Supporting in production of amended lesson plans, worksheets, plans, etc. to support specific students with specific learning difficulties.</li> </ul>
<b>Support students by:</b>	<ul style="list-style-type: none"> <li>Helping within the classroom in assessing the needs of students and using knowledge and skills to support students' learning.</li> <li>Establishing productive working relationships with students, acting as a role model and setting high expectations for behaviour and learning.</li> <li>Promoting the inclusion and acceptance of all students within the classroom.</li> <li>Supporting students consistently whilst recognising and responding to their individual needs.</li> <li>Encouraging students to interact and work co-operatively with others and engaging all students in activities.</li> <li>Promoting independence and employing strategies to recognise and reward achievement of self-reliance.</li> <li>Being a key worker to specified students - in this role maintaining records on that student and under the direction of the SENCo maintain regular contact with the parents/carers.</li> <li>Accompanying students where possible on educational activities such as school trips, college which may be outside normal school working hours, etc.</li> </ul>
<b>Support the curriculum by:</b>	<ul style="list-style-type: none"> <li>Helping the class teacher in delivering learning activities to students within agreed systems of supervision, adjusting activities according to student responses/needs.</li> <li>Helping teachers in delivering local and national learning strategies e.g. literacy, numeracy, KS3.</li> <li>Supporting the learning of individual or small groups of students under the direction of the SENCo/class teacher.</li> <li>Having the flexibility to support a range of subjects across the curriculum and both KS3 and KS4.</li> </ul>
<b>Support the school by:</b>	<ul style="list-style-type: none"> <li>Being aware of and supporting differences and cultural diversity, ensuring all students have equal access to opportunities to learn and develop.</li> <li>Contributing to the overall ethos/work/aims of the school.</li> <li>Establishing constructive relationships and communicating with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.</li> <li>Recognising own strengths and areas of expertise and using these to support others.</li> </ul>



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<b>Staffing:</b>	<ul style="list-style-type: none"><li>• Taking part in the school's staff development programme.</li><li>• Continuing personal development in the relevant areas, committing to improve own practice through self-evaluation and awareness.</li><li>• Engaging actively in the appraisal process.</li></ul>
<b>Other specific duties:</b>	<ul style="list-style-type: none"><li>• Playing a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li><li>• Providing a level of sustained and substantial contribution to all aspects of the school commensurate with experience and pay grade.</li><li>• Actively promoting the school's corporate policies.</li><li>• Continuing personal development as agreed.</li><li>• Complying with the school's Health and Safety policy.</li></ul> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>
<p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>	
<p>This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job, which are commensurate with the salary and job title. Safeguarding the students is of the highest importance to us – <b>all staff will require enhanced DBS disclosure.</b></p>	