



## **St Laurence School**

### **Teaching Assistant**

31 HOURS PER WEEK / 15 HOURS PER WEEK  
TERM TIME – 39 WEEKS PER YEAR  
Grade D SCP 4 - 6

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#### **Key Functions:**

Under the guidance and direction of teaching staff and/or senior colleagues:

#### **Support for the student:**

- Promoting independence
- Acting as a key worker for a student, where appropriate.
- Assisting students in carrying out work set by teaching staff.
- Supporting all students included in a mainstream setting, support base, as appropriate.
- Supporting students with a wide range of needs including physical and sensory impairment, cognition and learning difficulties, social, emotional and mental-health issues, communication and interaction difficulties.

#### **Support for the teacher:**

- Assisting in the preparation and reproduction of learning materials
- Supporting the teacher with identifying errors in work/target setting as appropriate.
- Bringing to their attention the particular strengths and problems of the student
- Assisting in the recording of student's progress.

#### **Support for the school:**

- Assisting in maintaining a safe environment for students
- Accompanying teachers and classes on educational visits as required
- Assisting in the supervision of students during the day and in the school grounds as required
- Assisting in ensuring that students adhere to the behaviour policy of the school
- Liaising with parents and other parties as required
- Liaising on behalf of the AEN team with a particular area of the Curriculum.

#### **General Requirements:**

- Participating in training and development activities as required
- Attending meetings and communicating with colleagues in the school, outside agencies and other relevant bodies
- Being an effective role model for the standards of behaviour expected of students
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the Governing Body and Local Education Authority.

#### **Specific Duties of the post may involve:**

- Assisting teaching staff in the preparation of learning materials and the management of resources
- Assisting students in classroom activities under the specific direction of the teacher and/or other support staff
- Assisting in maintaining a safe environment for students and staff
- Assisting with distressed children under the general direction of teaching staff or other members of the support staff.
- Assisting with physically impaired students.