

JOB DESCRIPTION

JOB TITLE: TEACHING ASSISTANT – THROUGH SCHOOL GRADE: 4 HOURS: 30 8.30 – 3.30 MON – FRIDAY
SALARY RANGE: POINTS 11 - 13
WORKING YEAR: TERM TIME ONLY

GENERAL INFORMATION

Work under the guidance of the teaching staff and nominated Teaching Assistants, and within an agreed system of supervision, to implement agreed work / care / support programmes with individuals or groups, in or out of the classroom.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Support for Pupils

- a) Attend to pupils' personal needs, and assist with the development and implementation of One page profiles, pupil centred plans / Behaviour / Support / Mentoring Plans and Personal Care Programmes.
- b) Supervise and support pupils, including those with special needs and disabilities ensuring their safety and access to learning.
- c) Establish constructive relationships with pupils and interact with them according to individual needs.
- d) Promote the inclusion and acceptance of all pupils.
- e) Encourage pupils to interact and work co-operatively with others, and engage in learning activities.
- f) Set challenging and demanding expectations for pupils, and promote self – esteem and independence.
- g) Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
- h) Use specialist skills / training to support pupils – eg PE, technology and English

2. Support for the Teacher

- a) Assist with the planning of learning activities.
- b) Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- c) Ensure the timely and accurate design, preparation, and use of specialist equipment / resources / materials.
- d) Monitor pupils' responses to learning activities and accurately record achievement / progress as directed.
- e) Establish constructive relationships with parents / carers.
- f) Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.
- g) Maintain records as requested.
- h) Administer routine tests, invigilate exams, and undertake routine marking of pupils' work, accurately recording achievement / progress. In line with agreed marking policy
- i) Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- j) Provide general clerical / admin. support eg. administer coursework, produce worksheets for agreed activities, photocopying, typing, filing etc.

3. Support for the Curriculum

- a) Support pupils in understanding instructions.
- b) Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses.
- c) Undertake programmes linked to local and national learning strategies eg. literacy, numeracy, KS3, early years etc. as directed by the teachers.
- d) Support pupils in using ICT, and develop pupils' competence and independence in its use.
- e) Prepare, maintain, and use equipment/resources required to meet the lesson plans/relevant learning activities, and assist pupils in their use.

4. Support for the School

- a) Be aware of and comply with policies and procedures relating to child protection, E – safety, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- b) Be aware of and support difference and ensure that pupils have equal access to opportunities to learn and develop.
- c) Contribute to the overall ethos / work / aims of the school.
- d) Appreciate and support the role of other professionals.
- e) Attend and participate in relevant meetings as required.
- f) Participate in training and other learning activities and performance development as required.
- g) Undertake annual appraisal in line with the school's policy.
- h) Accompany teaching staff and pupils, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of a teacher.

Undertake any other duties as directed that would reasonably be expected of the post holder.

