

# HOLYROOD ACADEMY

## JOB DESCRIPTION

### TEACHING ASSISTANT

Note: These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

**POST TITLE:** Teaching Assistant

**SALARY GRADE:** Somerset Pay Scale – Grade 15

**Person to whom responsible:** Student Services Team Leader

#### Main Purpose of Job:

Work within the Student Services to support with ensuring students are positively included in the school. This will involve assisting staff in the development and implementation of a programme of work and in the provision of a stable, caring and supportive learning environment, which enables students to achieve their full learning potential and facilitates their social and moral development.

#### Main Responsibilities and Duties:

##### Support the teaching and learning processes.

Under the guidance and direction of Student Services Department and subject teacher:

Develop, maintain and apply knowledge and understanding of students' general and specific learning needs To ensure that support is given to them at an appropriate level.

Learning support is delivered individually and in groups through a range of tasks, mainly:

- Supporting and directing tasks, clarifying and explaining instructions.
- Focus support in areas needing improvement, both academic, behaviour and social.
- Motivate and encourage students to concentrate on and fulfill the tasks set.
- Undertake learning activities with students of varying abilities to ensure differentiation and access to the curriculum
- Seek to ensure the promotion and reinforcement of students self esteem, appropriate levels of effort and behaviour and to guide students to become independent learners.

Assist teaching staff in the development of learning strategies for identified students, with the provision of teaching and learning resources and in the preparation and maintenance of a safe, secure and suitable learning environment.

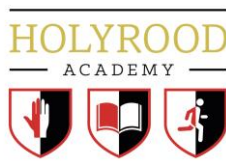
##### General tasks

Contribute to and assist in the development and monitoring of systems for review and recording of student's progress.

Accompany students on Educational Visits

Attend and contribute to school staff meetings and in-service training events, within contracted hours or outside normal hours by agreement.

To provide care and supervision of students within the classroom, within the school and outside of the school.



To assume sole supervision of whole classes for short periods in the absence of the teacher, but only when it is essential for the teacher to leave a class, such as in emergency type situations. This would not be expected in the case of inexperienced Teaching Assistants

To undertake a key worker role when required.

To attend review meetings on students, including annual reviews

To attend regular liaison meetings with members of the Student Services Team

## **SUPPORTING PROCESSES**

### **Problem Solving and Creativity:**

On a daily basis, within prescribed school guidelines and under the direction of the teacher, develop a range of strategies to engage individuals and groups of students.

Use a variety of interpersonal techniques to establish supportive relationships with students, parents and carers.

In order to meet the needs of the students changes could be made on a regular basis, i.e. timetable changes

### **Decision Making:**

Within the agreed school policies, guidelines and rules, decide on when and how to apply a range of strategies for the benefit of students in relation to their education activities, behaviour and care. These decisions often need to be made immediately to deal with the situation presented.

Guidance is normally readily available from teaching staff and more complex or controversial decisions will be referred to a teacher or member of student services.

There may be a need to make immediate decisions, without initial referral to teachers, in relation to immediate care, control and safety of students with special educational or personal needs.

### **Physical Effort and Working Conditions:**

A normal school environment, although the job holder may be occasionally involved in external school activities, such as swimming and educational visits.

During the working, there will be movement around the school site and time spent within the classroom either sitting or standing

### **Contacts and Relationships:**

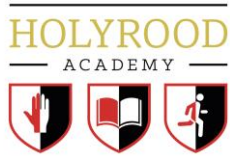
Contact with all staff in school to pass and receive information, advice, guidance, suggestions and ideas.

Contact with parents / carers and other agency staff to provide support for students, such as giving feedback on student's progress. Such communications can be of a delicate nature depending on student's particular needs, but must be done in consultation with a member of the student services team.

### **Additional Information:**

While the level of student needs will vary from time to time, the job holder may be working with students who are especially difficult to engage in activities, may present more frequent behavioural problems and where the attention span presents greater challenges and a need for high levels of patience to attain students' individual targets.

To attend identified training as required in particular on tasks relating to hoisting, moving and handling.



**Agreed that the Job Description is a fair and accurate statement of the requirements of the job:**

**Job Holder:** ..... **Date:** .....

**Line Manager:** ..... **Date:** .....

**Designated Senior Manager:** ..... **Date:** .....