



## **JOB DESCRIPTION: Teaching Assistant**

### **1. INTRODUCTION**

- 1.1 The purpose of this job description is to identify generic and specific individual responsibilities in order for the employee to participate at The Holmewood School, London in a full and effective way.
- 1.2 This job description takes into account the contract agreed between THSL and the job holder. It relates to the professional and representative role that the job holder has within THSL.
- 1.3 It will reviewed at the beginning of each academic year or sooner if necessary
- 1.4 The job description will be referred to by the job holder and the team leader during the Performance Management process.
- 1.5 The job description is not intended to restrict an individual's participation, especially in activities carried out voluntarily.

### **2. PURPOSE**

- 2.1 To actively commit to THSL's vision, values and mission and encourage all staff and pupils to follow this example.
- 2.2 To follow and promote the school's policies.
- 2.3 To assist teaching staff to implement and deliver an appropriate broad, balanced, relevant and differentiated curriculum for pupils with SEN.
- 2.4 To provide support for pupils, teachers and the school to raise standards and attainment of pupils.
- 2.5 To assist teaching staff in providing a wide experience of learning opportunities that ensure each pupil meets their full potential.
- 2.6 To provide individual support to pupils within an educational setting.

### **3. OPERATIONAL / STRATEGIC MANAGEMENT**

- 3.1 To assist teaching staff to plan and prepare lessons within the school curriculum and schemes of work.
- 3.2 To contribute to whole school planning and curriculum activities.
- 3.3 To contribute to whole school planning and delivery of extra curricular activities.

- 3.4 To assist in the development and implementation of individual pupil programmes and lessons.

#### **4. CURRICULUM**

- 4.1 To ensure a range of teaching strategies are implemented to support the school's strategic objectives and relevant to individual's needs.
- 4.2 To assist in the process of curriculum development to ensure the continued relevance to the needs of the pupils.
- 4.3 To keep up to date with local and national curriculum developments, initiatives and current methodology.
- 4.4 To support the curriculum through supporting enrichment activities.
- 4.5 To support break times and lunch times where necessary.

#### **5. STAFFING**

- 5.1 To take part in school training and professional development with a commitment to acquiring additional SEN knowledge and expertise.
- 5.2 To actively engage in Performance Management Review process.
- 5.3 To work and contribute as a member of a designated team and to contribute positively to effective working relations within the school and multidisciplinary teams.

#### **6. COMMUNICATIONS**

- 6.1 To communicate effectively and positively with all staff and to adhere to the school policy, where appropriate, communicate and co-operate with persons, professionals or bodies outside of school.
- 6.2 To communicate effectively and purposefully to parents and pupils as appropriate.
- 6.3 To support the role of families as partners in supporting their child with SEN.

#### **7. TEACHING AND LEARNING**

- 7.1 To assist teachers to undertake appropriate programmes of teaching.
- 7.2 To assist in the teaching of pupils according to their educational needs, including the planning, implementation and assessment of pupils' work and progress.
- 7.3 To assist in delivering additional learning plans for individual pupils such as therapy programmes or sensory integration programmes.
- 7.4 To assist in recording the attendance, progress, development and attainment of pupils and keep records in line with school policy and practice.
- 7.5 To contribute to reports (where necessary) for pupils' statutory assessments, annual reviews, transitions and individual programmes.
- 7.6 To ensure the core areas of learning are reflected in the pupil's daily teaching and learning experiences.
- 7.7 To ensure high quality of teaching and learning experiences for all pupils that meets with the internal and external quality standards.
- 7.8 To prepare and update subject materials and resources.

- 7.9 To use a variety of delivery strategies and methods that will stimulate and support learning appropriate to the individual's needs.
- 7.10 To maintain discipline in accordance with the schools' procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- 7.11 To share good practice with others and support the school's policy on monitoring the quality of teaching and learning and overall classroom practice.

## **8. PASTORAL**

- 8.1 To promote the general well-being and pastoral care of individual pupils and liaise with staff when appropriate.
- 8.2 To encourage pupil attendance in lessons and encourage pupils to be full participants of the school community and aspects of school life.
- 8.3 To evaluate and monitor the emotional well being of pupils.
- 8.4 To follow the school behaviour policy and implement accordingly.
- 8.5 To communicate as and when appropriate, with parents, professionals or bodies out of school concerning the welfare of individual pupils.
- 8.6 To contribute to the development and teaching of the PHSE and citizenship curriculum.

## **9. SAFEGUARDING**

- 9.1 To be responsible for promoting and safeguarding the welfare of all children and young people in the school.

## **10. OTHER DUTIES**

- 10.1 To take part in appropriate marketing activities such as parent evenings, review days and links with other schools.
- 10.2 To contribute to maintaining and developing effective links with outside agencies.
- 10.3 To comply with the school's Health and Safety policy and carry out the necessary risk assessments.
- 10.4 To understand and demonstrate practice of equalities and diversity.

Whilst every effort has been taken to explain the duties and responsibilities of the post, certain individual tasks may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake any task of a similar level that is not specified in the job description.

Employees are expected to follow the staff code of conduct and provide a welcoming environment where they are courteous to colleagues, visitors and telephone callers.