



# KING ALFRED SCHOOL

## JOB DESCRIPTION

<b>Name:</b>	
<b>Job Title:</b>	Science Department Teaching Assistant
<b>Grade:</b>	13/12 (points 17 – 26)
<b>Reports to:</b>	Head of Department
<b>Main Purpose of the Job</b>	
<p>Primarily, to assist the Head of Department and teachers within Department in the provision of a stable, caring and supportive learning environment, which enables students to achieve their full potential and facilitates their social and moral development, covering for absent Science teachers when possible.</p> <hr/>	
<p>Secondly, to assist the whole school by covering absences in other departments when required.</p>	
<b>Main Responsibilities and Duties</b>	
<p>1. To support the teaching and learning process under the guidance and direction of the teacher, as follows :-</p> <ul style="list-style-type: none"><li>• Develop, maintain and apply knowledge and understanding of students' general and specific learning needs, and ensure that support is given to them at an appropriate level.</li><li>• Develop a range of strategies to engage individuals and groups of students, often with differing requirements, in the experience of learning and in their personal, social, health and moral education.</li><li>• Deliver learning support individually and in groups through a range of tasks, mainly:-<ul style="list-style-type: none"><li>- Supporting and directing literacy and numeracy tasks, clarifying and explaining instructions.</li><li>- Focus support in areas needing improvement, both academic and social.</li><li>- Work with and support students to ensure they are able to use ICT and other specialist equipment to enhance their learning.</li><li>- Motivate and encourage students to concentrate on, and fulfil the tasks set.</li><li>- Undertake learning activities with students of varying abilities, to ensure differentiation and access to the curriculum.</li><li>- 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.</li><li>- Contribute to the assessment of students' learning, in particular with</li></ul></li></ul>	

regard to numeracy, literacy and ICT skills.

- Contribute to the implementation of the National and/or Foundation Curriculum and specific individual student targets.

2. To assist teaching staff in the development of learning strategies, with the provision of teaching and learning resources and in the preparation and maintenance of a safe, secure and suitable learning environment as follows:-
  - Assist in the development, monitoring and evaluation of programmes of work.
  - Contribute to, and assist in, the development and monitoring of systems for review and recording of students' progress.
  - Assist in the preparation, organisation and maintenance of classrooms and their equipment, including assistance with and creation of displays, make basic visual aids, art and craft materials, mount and display students' work.
  - Assist teachers in timetabling of lessons and curriculum as required.
  - Assist in the preparation for educational visits, and where appropriate, accompany students.
  - Attend in-service training events outside normal hours by agreement.
3. Supervise the work of whole classes set by the Head of Department or teachers in the Department in accordance with school policies for absences within the Department, and:-
  - Register and record student attendance in Lesson Monitor.
  - Wherever possible, to assist students achieve the learning objectives of the lesson.
  - Manage the behaviour of students to ensure a constructive learning environment.
  - Deal with any immediate problems or emergencies according to School policies and procedures.
  - Collect completed work after the lesson and return to the appropriate teacher.
4. To cover for absent teachers in other departments when required.
  - To undertake cover when required under the priority rules set up.
  - Not to be taken for cover if you are already supporting in that lesson.
  - Rarely to be used for registration cover to allow time to prepare cover work within your department.

### **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 a student's particular needs.

### **Additional Information**

Occasionally, physical effort is required in providing assistance to students with significant physical disability. There may be an occasional need to physically lift students, such as for safety or care needs and occasional unpleasant conditions relating to students' personal hygiene needs.

There may be occasional physical risks associated with intervention in incidents of challenging behaviour, including aggression, which are encountered with students who have psychological needs and/or physical disabilities.

Appropriate training in these issues will be provided.

Where appropriate, special skills training e.g. signing, to meet additional educational and communication needs will also be provided.

This particular job description is not necessarily a comprehensive definition of the post and the particular duties and responsibilities listed above are subject to review from time to time (at the request of the Headteacher or postholder as circumstances deem necessary).

Safeguarding is everyone's responsibility and the post holder will be required to actively safeguard students and staff at The King Alfred School by following the school's policies and procedures.

December 2017

Signed ..... Print Name .....  
*as accurate at date of signing*

Date .....