

Job Description

Teaching Assistant

Role: *To support teachers in the classroom to deliver the graduated approach with the aim of meeting the needs of all pupils in mainstream classes so that they make at least expected progress.*

Responsible to: Head of Support

Responsible for the following duties:

The Teaching Assistant may work with and receive instruction from a number of staff members, these may be identified here, i.e. Head of Support, Head of Faculty or Department, Classroom teacher.

Help identified pupils in a specified Faculty who are vulnerable to under-achievement to make progress at least in line with expectations by:

Developing an understanding of the special educational needs of the pupils in the Faculty:

- take into account the pupils' needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials
- build and maintain successful relationships with pupils, treat them consistently with respect and consideration

Working under the guidance of the teacher:

- have formal and informal meetings with teachers to contribute to planning lessons/activities
- support teachers in the planning and delivery of lessons appropriate to identified pupils' needs, which are then documented in Schemes of Work
- work with identified groups on differentiated activities
- support the teacher in implementing specific teaching programmes
- support the teacher in carrying out structured classroom assessment/observation and feedback (eg green penning)
- supervise practical tasks
- be involved in keeping records and evaluating identified pupils' progress

In the classroom:

- prepare pupils beforehand for a task
- help promote and develop independent learning, study and organizational skills
- reinforce learning, keeping pupils on task and building motivation
- help pupils record work in an appropriate way
- help build pupils' confidence and enhance their self-esteem
- assist pupils with physical needs
- model good practice in all these areas

Working with the Head of specified Faculty

- identify the pupils in need of extra support and agree allocation of time
- contribute to the development of the differentiated materials in the Schemes of Work

Working with the Support Faculty

- clarify with the Head of Support the precise requirements of the TA in the specified Faculty
- discuss strategies with Support Faculty Coach for meeting pupils' particular needs and supporting their progress during the course of the year
- deliver specific interventions to identified pupils under the guidance of the Head of Support

Other responsibilities

- work as part of the team in relation to individual pupils, liaising, advising and consulting where appropriate
- support implementation of school policies & procedures, including those relating to confidentiality and behaviour
- identify personal training needs and to attend appropriate internal and external in-service training
- Any other tasks as directed by the Head teacher which fall within the purview of the post.

Supervision arrangements:

Termly formal review of performance with line manager

Regular meetings/training for team of Teaching Assistants (once every 2 weeks)

Observation of classroom support work by Head of Support/Support Faculty Coach initially twice yearly.

Hours: 25½ hours a week, term-time + 5 days INSET

Grade: 4

Actual salary: £10,357.72

PERSON SPECIFICATION FOR TEACHING ASSISTANT

Specification	Essential	Desirable
Qualification and training	A good general education GCSE or equivalent pass in English and Maths	Evidence of qualifications in this area Education to A level or its equivalent and beyond Competence in Microsoft Word, Excel and SIMs
Experience	Evidence of having worked with children in some capacity; this could be as a parent/carer	Relevant work experience in a similar environment Experience of working with children with SEN, preferably at secondary age
Qualities, skills, knowledge and abilities	An interest in/ experience of developing literacy in the school environment whilst working with pupils A positive interest in working with children Ability to get the best out of children A sense of humour Adaptability Able to work on own and as part of a team Ability to build good working relationships with a range of colleagues A clear communicator Ability to work calmly and with patience	Experience of SEN and Pupil Premium administration would be an advantage.
Health	A good attendance record Evidence of the stamina required to cope with the demands of the post	
References	Supportive	