



## Warren Mead Junior School

### Advanced Teaching Assistant

#### JOB DESCRIPTION

Criteria	Detail
Job Title	Advanced Teaching Assistant
Reports To	Deputy Head Teacher
Date	April 2017
Salary	Surrey Pay scale 5
Purpose	<p>The Advanced Teaching Assistant (ATA) role will be</p> <ul style="list-style-type: none"><li>• To work across the school to deliver learning activities to whole classes of pupils when the class teacher is not present.</li><li>• To provide verbal and written feedback, report on development, progress and attainment.</li><li>• To provide support to teachers within the classroom to enable the teacher's professional skills to be used to the maximum benefit of the class as a whole and for individual pupils.</li><li>• To work as a part of a team, to ensure that the well-being of pupils enhances their learning opportunities.</li></ul>
Duties and responsibilities specific to the post	<p><b>Support for the curriculum</b></p> <ul style="list-style-type: none"><li>• Deliver learning activities to pupils, adjusting activities according to pupil responses/needs.</li><li>• Actively participate in the children's learning.</li><li>• Use IT effectively to support learning activities.</li><li>• Participate with teaching staff in the organisation, preparation and management of appropriate learning environments and resources including display across the school.</li><li>• Assess the needs of pupils and use detailed knowledge and skills to support pupils' learning and contribute to pupil records.</li><li>• Attend INSET / staff meetings and other training opportunities and, where required to, contribute to any discussion of curriculum development and the progress of individual pupils.</li><li>• Accompany the class on school visits. The timing of such visits may overrun the normal school day.</li><li>• Work within an established behaviour policy to anticipate and manage behaviour consistently.</li><li>• Promote the inclusion and acceptance of all pupils within the classroom.</li><li>• Assist in implementing ISPs (Individual Support Plan) and EHCP's as necessary.</li><li>• Provide feedback to pupils in relation to progress and achievement.</li><li>• Provide supervision during unstructured times on a rota basis.</li></ul> <p><b>General</b></p> <ul style="list-style-type: none"><li>• Promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.</li><li>• Liaise with parents and staff as appropriate.</li><li>• Maintain confidentiality inside and outside the workplace.</li><li>• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.</li><li>• Contribute to the overall ethos and aims of the school.</li></ul>

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>• Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.</li><li>• Be aware of and comply with all policies and procedures at the school</li><li>• Be a proactive member of the team.</li><li>• Participate positively and professionally in effective relationships with team members.</li><li>• Take part in the school's performance management system.</li><li>• Administer first aid to pupils.</li><li>• The employee may be called upon to perform other duties that the Head Teacher considers reasonable, that are commensurate with the grading and designation of the post.</li></ul> |
|--|---|