



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

	<ul style="list-style-type: none"> • Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils. • Be aware of and comply with all policies and procedures at the school • Be a proactive member of the team. • Participate positively and professionally in effective relationships with team members. • Take part in the school's performance management system. • Administer first aid to pupils. • 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.
--	---