LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Title:	**TEACHING ASSISTANT - PEDAGOGIC**	**Grade: Scale 4**
School:	**Conisborough College**	
Reports to:	**Line Manager**	
Working Hours:	**30 hrs per week**	
Working time:	**Term time only + 1 week to include staff CPD days (39 weeks in total)**	

MAIN PURPOSE OF THE JOB

Working under guidance of teaching staff: implement work programmes to individuals/groups this could include those requiring detailed and specialist knowledge in particular areas; assist in whole planning cycle and management/preparation of resources; provide cover for whole classes for short periods under an agreed system of supervision.

SUMMARY OF RESPONSIBILITIES AND DUTIES

Support for Pupils

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of IEPs
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement.

Support for Teacher

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of pupils' work and accurately record achievement/progress
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Administer and assess routine tests and invigilate exams/tests

- Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc.

Support for the Curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement literacy and numeracy programmes and make effective use of opportunities provided by other learning activities to support the development of literacy and numeracy skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment resources

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person
- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Assist in the supervision, training and development of staff
- Undertake planned supervision of pupils out of school hours
- Supervise pupils on visits, trips and out of school activities as required

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

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PERSON SPECIFICATION

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School: **Conisborough College**

Reports to: **Line Manager**

EXPERIENCE (Essential Requirements)

Experience working with children of relevant age.

QUALIFICATIONS/TRAINING (Essential Requirements)

- Very good numeracy/literacy skills
- NVQ 3 in teaching assistance or equivalent qualification or experience
- Training in the literacy/numeracy strategy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, Maths, English etc.
- First aid training/training in specific medical procedures as appropriate

KNOWLEDGE/SKILLS (Essential Requirements)

- Can use ICT effectively to support learning
- Use of other equipment technology - video, photocopier
- Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation
- Working knowledge of national curriculum and other relevant learning programmes
- Understanding of principles of child development and learning processes
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these