



Coombe Boys' School,
College Gardens, Blakes Lane, New Malden, Surrey KT3 6NU
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Job Title	Teaching Assistant
Department or area	<ul style="list-style-type: none"> • SEN Department
Responsible to: <i>(job title of line manager or immediate superior)</i>	<ul style="list-style-type: none"> • SENCo
Responsible for: <i>(the number and job titles of direct subordinates)</i>	N/A
Contributes to performance reviews of:	N/A
Purpose of the post	<ul style="list-style-type: none"> • To work under the general instruction and guidance of teaching and senior staff to support all teaching and learning activities in the classroom or to individual pupils or groups • To enable access to learning for all pupils
Professional Values and Practice	<ul style="list-style-type: none"> • Communicate effectively and professionally with all levels of staff, external organisations, pupils and parents. • Understand the contribution that support staff and other professionals make. • Contribute to and share responsibility in the corporate life of the school. • Efficient record keeping. • Organising and managing effectively people and events.

Main Responsibilities

Results, Achievements, Standards

- Support the policies and practices for School Administration which reflects the schools commitment to high achievement and effective teaching and learning.
- Support the shared understanding of the importance and role of the School Office in contributing to pupils' spiritual, moral, cultural, mental and physical development, and in preparing pupils for the opportunities, responsibilities and experiences of adult life.

Teaching and Learning

- Support staff in their drive to raise standards of teaching and learning.

Student Development and Well Being

- Contribute to a purposeful learning environment where learners feel safe, secure and confident.
- Support staff to manage learner's behaviour constructively and promote self-control and independence.
- Understand and participate in the contribution made by the pupils' understanding of the duties, opportunities and rights of citizens; how to recognise and deal with racial/homophobic stereotyping.
- Support the development of:
 - Effective communication and engagement
 - Young person development
 - Safeguarding and promoting the welfare of the child
 - Support transitions
 - Multi-agency working
 - Sharing information

Relationships with Parents, Schools and Community

- Support the partnership with parents to involve them in their child's learning and support the provision of information about curriculum, attainment, progress and targets.
- Ensure the parental contact is friendly, supportive and professional.
- Ensure relationships with the wider community, other schools and external organisations is professional informative.

Learning and Growth

- Managing own learning and performance.

Main Responsibilities and Tasks

1. Follow instructions and guidance from the classroom teacher to provide particular support for pupils, including those with special needs, reinforcing their learning and ensuring their understanding.
2. Make suggestions towards the development and assist in the implementation of Individual Education/Behaviour Plans and Personal Care programmes
3. Establish constructive relationships with pupils
4. Promote the inclusion and acceptance of all pupils
5. Encourage pupils to interact with others and engage in activities led by the teacher or the HLTA.
6. Set challenging and demanding expectations and promote independence
7. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
8. Assist with the display of pupils' work as directed by the class teacher
9. If required, assist in the planning of learning activities
10. Make observations of pupils' performance and responses to learning and provide detailed and regular feedback to enable the teacher to assess pupil progress
11. Encourage and model positive pupil behaviour in line with the school's policy and encourage pupils to take responsibility for their own actions
12. In consultation with the class teacher, establish constructive relationships with parents/carers
13. Provide general clerical support to the teacher e.g. photocopying, filing, laminating, collecting money etc.
14. Assist with the development of pupils basic ICT skills and support the use of ICT in learning activities
15. Prepare, maintain and use resources and classroom equipment as directed by the teacher and assist pupils in their use
16. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
17. Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop
18. Attend relevant meetings and participate in training opportunities and performance development as required
19. Take responsibility for the supervision of pupils out of lesson times, as necessary. This could be before or after school or at lunchtimes/breaktimes.
20. Accompany teaching staff and pupils on visits, trips and out of school activities as required, including taking responsibility for a group under the supervision of the teacher
21. Prepare the classroom for lessons ensuring that resources are in place and cleared away at the end of the session as appropriate
22. Assist with the general pastoral care of pupils, including helping those who are sick, distressed, injured or unsettled.
23. Take groups of pupils out of class where appropriate to lead on identified learning strategies eg ALS, ELS, computer work, homework groups etc.
24. To perform any other duties which the Headteacher may reasonably require.

School Development Plan Focus	<ul style="list-style-type: none"> To action relevant aims of the School Development Plan in line with school strategies direction as indicated by the Line Manager.
Appraisal	<ul style="list-style-type: none"> Participate in any arrangements within an agreed national framework for the appraisal of performance.
Key Internal Relationships	<ul style="list-style-type: none"> Headteacher and Senior Leadership Team, support staff, teaching staff, pupils and students.
External Relationships	<ul style="list-style-type: none"> Other relevant organisations, community partners, borough staff, other schools in and out of borough, parents, visitors to the school.
Resource Responsibilities	N/A
Budget Responsibilities	N/A
Health and Safety	<ul style="list-style-type: none"> Ensure health and safety and child protection regulations are observed at all times.

Terms of Employment

Time

Support staff do not have Directed Time within their hours. However staff may on occasion be asked to attend after school events and this is compensated for by their non-attendance at twilight Inset sessions.

Undertaking other duties as may reasonably be expected

NB This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultations with the post holder.

Created by _____

Agreed by _____

Date / /