**Thetford Grammar School**

**Job Description: Teaching Assistant**

**Name:**

**Position: Teaching Assistant F/T - P/T considered**

|  |  |  |
| --- | --- | --- |
| **School:** | Thetford Grammar School | |
| **Responsible to:**  **Area of responsibility:** | SENCo / Head |

This important role supports pupils in Y7-11 with mild learning needs relating to dyslexia, ASD, language processing and poor working memory. The teaching assistant will predominantly support pupils with English, Maths & Science in a classroom situation under the direction of class teachers and occasionally in a small group or one to one situation guided by the school SENCo.

**Teaching Assistants are:**

* Responsible to the SENCo and the Head but works with other English, Maths & Science staff on a daily basis

**Main Purpose of Job**

* To provide support for pupils, teachers, the school and the curriculum in a school setting.

**Support for teaching and learning:**

* + To assist in the educational and social development of pupils under the direction and guidance of the Head, SENCO and subject teachers.
  + To assist in the development and implementation of individualised learning and behaviour plans for pupils and help monitor their progress.
  + To provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities.
  + To provide support for pupils’ independent learning.
  + To work with other professionals, such as speech therapists and occupational therapists, as necessary.
  + To assist pupils in all areas of the curriculum and understand when to seek advice from senior staff
  + To ensure the safety of pupils and to assist in the development of their wellbeing.
  + To work alongside teachers on whole class activities and with small groups on tasks planned by the teacher.
  + To facilitate pupils’ development physically, socially, emotionally and educationally.
  + To promote and develop pupils’ self-esteem.
  + To assist with the assessment of pupils’ progress.
  + To work on a small group or 1:1 basis with pupils requiring additional learning support.
  + To use strategies, in liaison with other staff, to support pupils with emotional or behavioural problems and help develop their social skills.
  + To observe and take notes in the classroom in order to provide detailed and regular feedback to the Head of Learning Support.
  + To establish a positive relationship with pupils, staff and parents.
  + To liaise with parents as appropriate.

**Support for administration:**

* To prepare and present displays of pupils' work.
* To assist class teachers with maintaining pupil records.
* To support class teachers in photocopying, filing and other tasks in order to support teaching.
* To assist with the development of support materials.
* To assist with classroom administration.
* To provide general classroom support, including assisting with the preparation of the learning environment, preparing resources and clearing away after activities.
* To administer first aid and assist with pupil accidents, sick pupils and minor injuries according to agreed school procedures
* To accompany school trips.
* To undertake other duties from time to time as the head teacher requires.

**Support for the school:**

* To support the aims and ethos of the school as outlined in the Staff

Handbook.

* To maintain confidentiality in accordance with school policies.
* To set a good example in terms of dress, punctuality and attendance.
* To attend team, staff and INSET meetings as appropriate.
* To be aware of and comply with all school policies relating to child

protection, special education needs and health and safety.

* To undertake professional duties that may be reasonably assigned by

the Headmaster..