

TEACHING ASSISTANT JOB DESCRIPTION

Grade: Scale 4 (7-11)

Range: (£20092 - £21748) pro rata

(39 weeks per annum, 33.5 hours per week) £16422.76 + LW

Line managed by: Assistant Headteacher SENCO

Main purpose of post

To work under the guidance of teaching/senior staff, and within an agreed system of supervision, to implement agreed work programmes with individuals/groups within a key subject area; in or out of the classroom. This will vary according to the individual learning needs of students who are on the special educational needs and disability (SEND) register.

Responsibilities

- Support students with SEND in a key subject area up to GCSE level.
- To work closely with the Learning Support Department to support identified students with SEND.
- Attend planning meetings and, under the overall direction and guidance of the teacher, contribute to the short, medium and long term planning and preparation of lessons.
- Support teachers in selecting and preparing teaching resources that meet the students' needs and interests. Liaise with the teacher to devise complementary learning activities.
- Help students make progress in a range of classroom settings, including working with individuals, groups and whole class; under the supervision and direction of a teacher.
- Undertake activities with individuals and groups in order to facilitate their physical, emotional and educational development within a safe environment, usually under the supervision of a teacher.
- To provide support to tutor in registration and tutorials periods including equipment and homework diary checks, attendance register, year group learning.
- To support tutor teams on Progress Review, Curriculum Extension and Sports days.
- Enable students to become independent learners within their own ability and provide positive support under the direction of the teacher motivating and encouraging students while establishing a supportive relationship.
- Establish constructive relationships with students and interact with them according to their individual needs.
- Promote positive student behaviour, dealing promptly with conflict and incidents in accordance with the school's policies and procedures, and encourage students to take personal responsibility for their behaviour.

- Work to establish a supportive relationship with parents in order to facilitate effective communication and partnership between school and home.
- Carry out pre-determined educational activities and work programmes ensuring that specific guidelines are followed.
- Meet the needs of allocated students with SEND.
- Foster independence while encouraging the acceptance and integration of the student with SEND while ensuring compliance with school policies in equal opportunities, SEND and inclusion etc.
- Provide feedback to teachers and other professionals on students' progress in the evaluation of the support plan and noting students' achievements or problems.
- Provide clerical and administrative support to the key subject area during allocated faculty time.
- Prepare classroom/educational materials and organise supplies of materials, and support students with these and other specific educational aids following school health and safety regulations.
- To put up and maintain appropriate classroom and corridor displays to celebrate student achievement.
- Develop and implement support plans in conjunction with key teacher, key student, parent and relevant professional(s).
- Assist in developing pastoral educational plans, personal educational plans and health care plans.
- Undertake one break duty per day and provide supervision during break times as required.
- Use ICT effectively to support learning activities and develop student's competence and independence in its use.
- Attend school staff meetings/briefings/faculty/pastoral meetings, INSET training and help with whole school events, by negotiation.
- Administer routine assessments, invigilate exams and undertake marking and feedback of students' work
- Attend and contribute to annual reviews and other professional meetings with parents in order to support the monitoring and development of specific key students.
- Escort students on educational visits/trips in a group with the teacher (if applicable).
- 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
- Be aware of and support differences and ensure equal opportunities for all
- Appreciate and support the role of other professionals, and establish constructive relationships and communicate with other agencies and professionals.
- Contribute to the school's commitment to equality of access to opportunities to learn and develop for all students.
- Undertake other responsibilities commensurate with the post under the instruction of the Headteacher or Governing Body of the school.

Conditions of Employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- S/he shall be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All staff participate in the school's performance management scheme.

Queens Park Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.