



Gildredge House Recruitment
Teaching Assistant (2/3)
Job Description

Responsible to Head Teacher

Responsible for


Main Responsibilities, Tasks and Duties

TA 2 -To assist in promoting the learning and personal development of all pupils, including, but not exclusively, those with special educational needs.

TA3 - Working under guidance: implement work programmes for individuals/groups which could include those requiring detailed and specialist knowledge in particular areas. To assist in the whole planning cycle and the management/preparation of resources. To provide cover for whole classes under a system of supervision for up to 30% of employed time throughout the school year.

KEY TASKS


1. To aid pupils to learn as effectively as possible both in group situations and on his/her own.
2. To establish supportive relationships with the pupil(s) concerned
3. To promote the acceptance and inclusion of the pupil(s) with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner
4. Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes. Give feedback on achievements in order to reinforce and develop self reliance and self esteem, including marking children's work
5. To support the pupil(s) in developing social skills both in and out of the Classroom
6. To support the use of ICT in learning activities


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7. Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development. Provide this feedback on the pupil(s)' learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted
 8. When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance
 9. To prepare work and activities in advance of the lesson (within employed hours) e.g. operating AVA equipment as required i.e. photocopier, laminator, making books, labels, signs and undertaking practical tasks to maintain a good standard of classroom appearance.
 10. Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
 11. To take part in training activities offered by the school and the county to further knowledge (within employed hours)
 12. To be willing to support playground/break time supervision e.g. educational games, homework clubs etc. (within employed hours)
 13. To accompany teacher and pupils on educational visits
 14. To carry out the above duties in accordance with the Children's Services Equal Opportunities Policy.

Addendum progression to TA3 (Grade 4) due to experience, skill set and or qualifications;

KEY TASKS

1. To work with the teacher to establish an appropriate learning environment
2. To work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate

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3. To monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives and provide feedback to pupils in relation to progress and achievement
 4. To use specialist (curricular/learning) skills to support pupils
 5. To assist with the development and implementation of IEPs
 6. To establish productive working relationships with pupils, acting as a role model and setting high expectations
 7. To encourage pupils to interact and work co-operatively with others and engage all pupils in activities
 8. To promote independence and employ strategies to recognise and reward achievement and self-reliance
 9. To implement agreed learning activities/teaching literacy and numeracy programmes, adjusting activities according to pupils' responses/needs
 10. To support the use of ICT in learning activities and develop pupils' competence and independence in its use
 11. To determine the need for, prepare and maintain general and specialist equipment and resources
 12. To be responsible for keeping and updating records as agreed with the teacher, contributing to the review of systems/records as requested
 13. To undertake marking of pupils' work and accurately record achievement/progress
 14. To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflicts and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
 15. To liaise sensitively and effectively with parents/carers, as agreed with the teacher, within your role/responsibility and participate in feedback sessions/meetings with parents as directed
 16. To administer and assess routine tests and invigilate exams/tests
 17. To 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
 18. To supervise pupils on visits, trips and out of school activities as required

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19. Complete routine classroom administration and display work
 20. To be willing to support playground/break time supervision e.g. educational games, homework clubs etc. (within employed hours)
 21. To prepare work and activities in advance of the lesson (within employed hours) e.g. operating AVA equipment i.e. photocopier, laminator, making books, labels, signs, and undertaking practical tasks to maintain a good standard of classroom appearance
 22. To participate in training and other learning activities offered by the school and county to further knowledge (within employed hours)
 23. To carry out the above duties in accordance with the Children's Services Department's Equal Opportunities Policy.

Additional Duties and Involvement

The following duties and areas of Involvement are specific to this role within Gildredge House and are in addition to those listed above. It is accepted that these items are appropriate to the salary scale for this post.

General Expectations

To abide by and apply all school policies e.g. Behaviour and Exclusions, Health and Safety, Equal Opportunities and Data Protection etc.

To perform such other tasks as may reasonably be required by the line manager or by Head Teacher


Maintain confidentiality at all times and uphold the professional standards of the school both in and out of the workplace.

Professional Development

- Attend relevant training as instructed by the school to improve self-performance
- Take ownership of performance management targets, achieve and review with the Line Manager through to successful annual completion

Additional Information

- All School based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the School's Child Protection and Safeguarding Policy and Procedure and work in accordance with this document at all times.
- All School based staff will be subject to a full Enhanced DBS check.
- This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the



duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

- This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning and the safeguarding, well-being and care of students.
- The post-holder is expected to carry out such duties as may reasonably be required by the Head Teacher from time to time, which are commensurate with the grade.