# Job Description

### Teaching Assistant

**Main functions:**

* Motivate and encourage student(s) as required by providing levels of individual attention, reassurance and help with living and learning tasks as appropriate to students’ needs.
* Monitor students’ responses to living and learning activities through observation and planned recording of achievement.
* Establish supportive relationships and trust with students.
* Follow behavior management plans or other specific strategies as directed, consistently and effectively in line with agreed policy.
* Take responsibility for the care and support of designated students.
* Give students feedback on achievements in order to reinforce and develop self-reliance and self-esteem.
* Understand and assist with positive handling techniques used within the school.
* Comply with legal and organisational requirements for maintaining the health, safety and security of self and others in the school.
* Be aware of and comply with policies and procedures relating to Safeguarding, Child Protection, confidentiality and data protection, reporting all concerns to an appropriate person.
* Take part in training activities offered by the school to further knowledge, skills and development and participate in regular performance reviews.
* Produce concise reports and complete other written or electronic documentation as directed.
* Carry out duties in accordance with Equal Opportunity Policy.
* Modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
* Help make appropriate resources to support the students and prepare work and activities in advance of the lesson e.g. making books, labels, signs and undertake practical tasks to maintain a good standard of classroom appearance.

* Provide general clerical and administrative support, e.g. administer coursework, produce worksheets for agreed activities using ICT where appropriate.
* Communicate the progress and needs of the learners with whom you work to the teaching staff.
* The post holder may be required from time to time to undertake other duties within the school/service as may be reasonably expected.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school/service as may be reasonably expected, without changing the general character of the duties or the

level of responsibility entailed.

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

Due to this post having access to children, candidates will be required to undertake a DBS check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information.