

Responsible to: Learning Support
Grade: 3
Hours: 35 hours per week
Monday – Friday 8.30 – 4.00pm

Generic Roles and Responsibilities of ALL teaching Assistants:

Support for Students:

- to promote the inclusion, health and well-being of all students
- to attend to the student's personal needs raising concerns surrounding social, health, physical, hygiene, first aid and welfare matters as necessary.
- to supervise and support pupils ensuring their safety and access to learning
- to establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- to encourage students to interact with each other and engage in learning activities
- to encourage students to act independently as appropriate

Support for the Teacher:

- to prepare classrooms as directed for lessons, clear afterwards and assist with the display of pupils' work
- to be aware of pupil problems/progress/achievements and report to the teacher as agreed
- to undertake pupil record keeping as requested
- to support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- to administer routine tests and undertake routine marking of pupils' work
- to gather/report information from/to parents/carers as directed
- to provide clerical/admin. support e.g. photocopying, typing and filing as appropriate.

Support for the Curriculum:

- to support pupils to understand and carry out instructions
- to support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3 or KS4, as directed by the teacher
- to support pupils in using basic ICT as directed
- to prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use
- to produce and use resources that support the needs of individuals or groups within the class

Support for the School:

- to contribute to the overall ethos/work/aims of the school
- 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
- to be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop
- to appreciate and support the role of other professionals
- to participate in training, other learning activities and performance development as required
- to be punctual and work the required number of hours as stated on individual contracts
- to attend relevant meetings as required including pastoral, directorate, departmental and whole school meetings
- to translate as required by the Head of Learning Support/ House Heads or Assistant Head: World Languages.
- to accompany teaching staff and pupils on visits, trips and out of school activities as required

Specific to this role:

- To complement the work of mainstream teachers by taking responsibility for the planning, preparation and delivery of specific learning activities for identified individuals/groups under an agreed system of supervision.
- To deliver a social skills programme to individuals or small groups of students.
- To support students with identifying the reasons for their behaviour and providing strategies for both staff and students that can help manage any negative behaviour.
- To support specific individuals with behaviour or other SEND needs. This could be 1:1, small group or mainstream class support.
- To provide advice to staff regarding specific individuals and how best to support them.
- To support with the running and organising of lunchtime and afterschool activities.
- To support with observations and sensory surveys of students who are identified as potentially having ASD – training can be provided
- To support with the preparation of students for meetings they attend e.g. careers, EP etc
- To implement ASD strategies for students both on placement and in mainstream lessons
- To support, track and monitor students identified as having ASD or are awaiting a diagnosis of ASD
- To complete all necessary administrative tasks
- To take on other linked responsibilities as requested by the HOF

All employees of Sidney Stringer Academy are required to comply with the Academy Equal Opportunities Policy when undertaking the duties of their job.

Claire Turpin

Nov 2018

