**JOB PROFILE**

**TEACHING ASSISTANT**

 The role of the Teaching Assistant at Kingdown School will involve the following tasks:-

 1. Be aware of students' special needs:

 \* liaison with Curriculum Support teachers and tutors

 \* reading student files, learner profiles and My Plans

 2. Share the awareness of students' Special Educational Needs with:

 \* Curriculum Support and subject teachers

 \* other Teaching Assistants

 \* tutors

 3. Contribute as appropriate to assessments, case conferences, monitoring My Plans

 and annual reviews.

 4. Work with students under the direction of teaching staff:

 \* one to one/individual programmes

 \* in small groups

 \* within mainstream classes

 \* working with designated Departments

 5. Negotiate role with teachers for each class.

 6. Department administration:

 \* screening test marking

\* preparing teaching materials

 7. Examples of activities

 scribing

 transcribing

 reading

 supporting students use of ICT equipment including printing and organising notes

 repeating and restructuring instructions and questions

 positive support of students and teachers to raise self-esteem

supporting effective concentration

 encouraging independence

 developing study skills and personal organisation

 upholding positive discipline small group teaching

A full job specification will be negotiated following appointment. June 2017