

Job Description –Teaching Assistant GO4

**NAME OF POSTHOLDER: FACULTY/DEPARTMENT:**

**POST:** Teaching Assistant

**GRADE:** Points 19-21   £15,688 - £16,853  per annum pro rata £18,746 - £20,138  x  37/37 x 83.69%

Hours: 8.30 – 16.30 (16.00 on Fridays)

**ACCOUNTABLE TO:** Assistant Headteacher (ANCO)

**JOB PURPOSE:**

* To support teachers and pupils to ensure that they gain the most benefit from each lesson;
* To work under the guidance of teaching and/or members of the school leadership team and within an agreed system of supervision;
* To help pupils in the lower school change their behaviour so that they get the most out of school, with particular reference to pupils who have a PSP;
* To support the teaching staff in maintaining good pupil behaviour during the lunch break;
* To support teaching staff in the implementation of the School’s Behaviour Policy;
* To occasionally cover for absent teaching staff in accordance with prescribed protocols and school policies

**DUTIES AND RESPONSIBILITIES – JOB SPECIFIC**

1. SUPPORT TEACHING

* To work within classrooms to support pupils with learning or behavioural difficulties;



* To provide additional or alternative explanations for individual pupils;
* To implement behaviour policies;
* To devise appropriate individual reward systems to help to modify learning and behaviour;
* To help the inclusion of all children by working with individual pupils inside or outside the classroom as directed by Assistant Headteacher (SENCO);
* To assist individuals or small groups by agreement with the Line Manager of pupils in activities set by teachers and the Social Inclusion Team.

2. SUPPORT LEARNING

* Use specialist (curricular/learning) skills/training/experience to support pupils;



* Assist with the development and implementation of IEPs and IBPs;
* To provide feedback to the teacher if pupils are having difficulties;
* To minimise distractions to the whole class by dealing with individual welfare issues and behaviour problems;
* To keep individual pupils on task by prompting their responses.

3. ASSESSMENT

* To attend any scheduled meetings to discuss issues arising from the work and any training issues that are apparent (in working hours);
* To provide written feedback on individual pupils as requested, on any learning or behaviour issues identified as a cause for concern.

4. COMMUNICATION

* Discussing with subject teachers any problems experienced by the pupil during the lesson, and providing feedback on the pupils needs;
* Conducting behaviour audits as requested to inform IBPs being written by Heads of Learning.

5. PERFORMANCE MANAGEMENT

* To meet at least annually with allocated coach to discuss personal objectives and observations, as part of the school’s Performance Management system.

6. GENERAL

* To respond flexibly to the learning and behavioural needs of the pupils targeted;
* To provide support to a specific faculty after school or to support students in Homework Club;
* To be part of the Lunch Time Supervision team as required;
* To invigilate internal and external examinations as required;
* To supervise pupils placed in the Social Inclusion area;
* To supervise lessons in the absence of a teacher as directed by the Business Manager;
* To complete administration tasks as directed by the Assistant Headteacher, (ANCO), Head of Faculty and the Business Manager.

**DUTIES AND RESPONSIBILITIES–SCHOOL OBJECTIVES**

* Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person;
* Be aware of and support difference and ensure that all pupils have equal access to opportunities to learn and develop;



* Contribute to the overall ethos/aims of the school;
* Establish constructive relationships and communicate with other agencies/professionals, to support achievement and progress for pupils;
* To be responsible for maintaining good working relationships with all school staff, teaching and non-teaching;



* To comply with the school’s practices, policies and procedures.
* To be responsible for the application of Health and Safety practices within the School, sharing a common responsibility for Health and Safety within the school as a whole;
* To work effectively as part of a team and carry out such other duties as may be designated by the line manager that commensurate with the grade and responsibility of the post.

**KNOWLEDGE/SKILLS**

* Can use ICT effectively in terms of record keeping, reporting and supporting learning;
* Working knowledge and experience of implementing relevant learning strategies;



* Ability to relate well to children and adults;
* Work constructively as part of a team.

**DATE ISSUED**:

**DATE LAST REVIEWED**:

**Signature of Postholder:** ………………………………….**date**………………

**Signature of direct Line Manager**:……………………………… **date**………………

**Signature of BusinessManager**:…………………………………..**date**………………

**Signature of Headteacher**:……………………………………….....**date**………………