



## Teaching Assistant

**Responsible to:** Form Teacher and ultimately, the Headteacher.

### **Purpose of Job:**

To provide appropriate pastoral & academic assistance that supports the teacher in providing a caring and inclusive learning environment for all children, while upholding the aims and objectives of the school.

### **Key Responsibilities:**

- To support the learning environment & class teacher to develop pupil progress.
- Assist with the preparation and delivery of lessons to designated pupils according to their educational needs, both individually and within their class group.
- Work closely with the designated pupils, providing all necessary support appropriate to their individual requirements.
- Work closely with the class teacher to ensure that all students have appropriate support and intervention when needed.
- Assess, record and report on the development, progress and attainment of the designated pupils within appropriate guidelines as will be issued from time to time.
- Actively promote and facilitate the progress and well-being of the designated pupils whether as an individual or within the group. This will include the provision of guidance and advice on both educational and pastoral matters.
- Supervise the designated pupils during break times and on out-of-school trips as appropriate to their individual requirements.
- Promote good table manners and healthy eating habits as appropriate to their individual requirements.
- Proactively organise and undertake all daily tasks concerned with the well-being of the designated pupils to support the teacher and ensure minimal disruption for learning within the peer group.
- Attend, as requested, any meetings, activities and training sessions which will provide opportunities for an appropriate exchange of views and other forms of professional development within the role.
- Carry out individual assignments, administrative tasks and any other duties demanded by the individual requirements of the designated pupils, in accordance with guidelines issued from time to time, together with other duties reasonably requested by the Teacher or Headteacher.

**Person Specification:**

- Demonstrates a strong understanding of safeguarding procedures and a commitment to promoting the welfare and safety of all children.
- Able to identify and report concerns promptly in line with school safeguarding policies, maintaining professionalism and confidentiality at all times.
- Teaching Assistance (or equivalent)
- Proven ability to be able to work as part of a team and have good communication and organisational skills.
- Good literacy and numeracy skills (GCSEs or equivalent)

**St George's is committed to safeguarding and promoting the welfare of children and young people, in line with Keeping Children Safe in Education. All staff and volunteers are expected to share this commitment and follow our safeguarding procedures. The successful candidate must be able to satisfy an enhanced clearance by the Disclosure and Barring Services (DBS).**