

**AMERY HILL SCHOOL**

#### **Job Description – Teaching Assistant**

The Teaching Assistant will be working as part of a team to assist in the supporting and including of students with learning difficulties/disabilities in mainstream school life.

In relation to the individual student the Teaching Assistant will be expected to;

* Develop an understanding of the special educational needs of the student/s concerned;
* To take into account the student/s’ special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials;
* To build and maintain successful relationships with student, treat them consistently, with respect and consideration;
* To help promote independent learning;
* To help reinforce learning;
* To assist students with physical needs;
* To help students record work in an appropriate way;
* To develop organizational skills;
* To help keep the students on task and to build motivation;
* To model good practice;
* To help build the student/s’ confidence and enhance self-esteem.

While working with the teacher the Teaching Assistant will be expected to;

* have formal and informal meetings with teachers to contribute to planning lessons/activities;
* prepare materials and resources;
* prepare students beforehand for a task;
* work on differentiated activities with identified groups;
* support the teacher in implementing specific teaching programmes;
* supervise practical tasks;
* carry out structured classroom assessment/observation and feedback outcomes;
* be involved in keeping records and evaluating identified students’ progress.

The school will expect that the Teaching Assistant will;

* work as part of the team in relation to individual students, liaising, advising and consulting where appropriate;
* support implementation of school policies and procedures, including those relating to confidentiality and behaviour;
* identify personal training needs and to attend appropriate internal and external in-service training;
* carry out any other tasks as directed by the Headteacher which fall within the purview of the post.

#### **Person Specification – Teaching Assistant**

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| **1**  | Skills, knowledge and aptitudes  | Essential Criteria * A positive interest in working with young people;

 * Ability to get the best out of young people;
* A sense of humour;
* Adaptability; ability to use own initiative,
* Ability to work alone and as part of a team;
* Ability to build good working relationships with a range of colleagues;
* A clear communicator;
* Ability to work calmly and with patience;
* Flexibility and a can do attitude;
* Interest in ICT.
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| **2**  | **Qualifications and training**  | **Essential Criteria** * Good level of general education, including GCSE Maths and English or equivalent at Grade C or above.
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| **3**  | **Experience**  | **Desirable Criteria** * Relevant work experience in a similar environment.
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