

JOB DESCRIPTION

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment

Post Title: Teaching Assistant
Grade: Level 2 scale 4-5
Responsible to: Principal
Purpose of the Job: Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. Contribute to raising standards of achievement for all pupils.

Main Duties and Responsibilities:

1. Under the direction of the class teacher, supervise the class in following a programme of study.
2. Provide specialist learning support (requiring in-depth knowledge and experience) to children with severe special needs, or where English is not their first language
3. Take responsibility for delivering learning activities with groups who would benefit from a different learning approach as agreed with the class teacher.
4. Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks.
5. Liaise with specialist services on behalf of individual pupils, e.g. educational psychologists, speech therapists, by agreement with the class teacher.
6. Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.
7. To monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour and reporting any incidents to the teacher, senior leaders, as appropriate.
8. To ensure the safety and well being of children, providing emotional support where necessary.
9. To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.
10. Support the school curriculum, including literacy and numeracy activities.
11. Provide additional tuition for children who need extra support with ICT.
12. Arrange and deliver special classes for pupils to improve the range or quality of subjects offered as agreed.
13. Provide targeted support to enhance learning and improve attainment
14. Contribute to reports on pupil progress and development against National Curriculum descriptors.
15. Contribute to the development of IEPs for children with special needs.
16. Contribute to the planning and evaluation of work programmes for individual pupils and groups.
17. Provide feedback on learning activities and contribute to school review and development planning.
18. Organise the learning environment and develop appropriate classroom resources as required.
19. Contribute to behaviour management within the school and take charge of situations to allow the teacher to continue to work with the rest of the class.

20. Develop and maintain effective working relationships with other staff and parents or carers.
21. Contribute to the maintenance of a safe and healthy environment.
22. Attend and actively participate in staff meetings.
23. Contribute to the development of less experienced teaching assistants
24. Act as a mentor for less experienced teaching assistants on best practice and methods of overcoming difficulties.
25. Make suggestions for school events and take a leading role in organising them as agreed.
- 26.
27. To ensure that pupils who leave the school site have permission to do so.

School Premises

28. To:
 - take part in training appropriate to the job of teaching assistant.
 - take part in any appraisal arrangement made by the school.
 - undertake any other duties consistent with the purpose of the job.