GREATFIELDS SCHOOL

Teaching Assistant

School: Greatfields School

Salary / grade: APT&C Scale 4 pro-rata (outer London) Actual Salary £19,509

Contract type: Permanent

Responsible to: SENDCo/Assistant SENDCo

- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
- Working with individuals or groups of children.
- Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group.
- Establish positive relationships with pupils supported.
- Provide feedback to pupils in relation to progress under the guidance of the teacher.
- Support pupils with activities which support literacy and numeracy skills.
- Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources.
- Promote positive pupil behaviour in line with school policies and help keep pupils on task.
- To attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid.
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
- To assist with the display and presentation of pupils' work.
- To supervise pupils for limited and specified periods including break times.
- To assist with escorting pupils on educational visits.
- To understand and apply school policies in relation to health, safety and welfare.
- Attend relevant training and take responsibility for own development.
- Attend relevant school meetings as required.
- To respect confidentiality at all times.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.