



HOE VALLEY SCHOOL

TEACHING ASSISTANT

JOB DESCRIPTION

CORE RESPONSIBILITIES

Supporting Teaching and Learning

- To support the teaching of English, Maths and Science within the age range 11-18 and within other subjects as required
- To help support students in mixed-ability groups ensuring they meet the objectives of the lesson
- To plan, prepare and deliver small group/whole class learning under appropriate supervision
- To ensure that resources and displays are organised and available to promote a purposeful environment for teaching and learning to take place
- To ensure that the classroom presents a stimulating environment through the display of student's work and other exemplar materials

Supporting Progress and Attainment

- To promote the inclusion of all students in the school curriculum and to support students with complex needs where appropriate
- To attend internal and external meetings as directed
- To communicate with parents / carers to celebrate successes and inform them of issues promptly when appropriate
- To attend SEND review meetings and contribute to Education and Health Care Plans as required

Supporting Behaviour and Safety

- To ensure the absolute safety of all students on and off site
- To support identified students who follow alternative curriculum pathways
- To model and enforce excellent standards of behaviour within and beyond the faculty in line with school policy
- To attend year group meetings as required

The above list is not exhaustive and maybe subject to amendment in due course in discussion with the relevant employee.