



Job title:	Chapter House General Teaching Assistant
Reports to:	Head of Chapter House
Responsible For:	N/A
Hours:	Monday – Friday, 9:00am - 1:00pm, term time only
Salary:	QE pay scale

Job purpose

The Chapter House Teaching Assistant will work under the guidance of the Head of Chapter House and the Chapter House Senior Teacher responsible for Learning Development. This will be within an agreed system of supervision, to work with individuals or groups in or out of the classroom. This could include those requiring support in particular area or short term removal from lessons and will involve assisting teachers in the planning cycle and the management or preparation of resources. The Teaching Assistant will actively support teaching staff in differentiating the curriculum and in developing appropriate behavior management strategies. This job description is written at a specific time and is subject to change as the demands of the Collegiate and the role develops. The role requires flexibility and adaptability and the employees of the Collegiate need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.

Your duties and responsibilities are as follows:

Support for Pupils

- Use specialist skills/training/experience to support pupils
- Assist with the development and implementation of ILPs
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward self-reliance
- Promote good behaviour and management of relationships with peers and staff
- Provide feedback to pupils in relation to progress and achievement.



Working with Teachers

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/ records as requested
- Undertake marking of pupils work and accurately record achievement/progress under teacher guidance
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Administer and assess routine tests and invigilate exams/tests under teacher guidance
- Provide general clerical/admin support e.g. produce worksheets for agreed activities etc.

Support for the Curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.

Support for the Collegiate

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the Collegiate
- Organise and deliver an extra-curricular activity
- Attend and participate in regular meetings, inset and directed time
- Participate in training and other learning activities as required
- Supervise pupils on visits, trips and out of Collegiate activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others



- Promote the Collegiate and its pupils positively at all times.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the Collegiate's Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the Collegiate s/he must report any concerns to the Collegiate's Designated Safeguarding Lead.
