**POST TITLE: EDUCATIONAL TEACHING ASSISTANT**

**GRADE: 6 (SCP 18-21)**

**PURPOSE OF THE POST**

To work under the guidance of teaching/senior staff to implement and oversee agreed work programmes with individuals/groups, in or out of classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.

**KEY AREAS**

**1. Teaching Support**

**2. Student Support**

**3. Curriculum Activities**

**4. General**

**DUTIES AND RESPONSIBILITIES**

**1. Teaching Support**

* 1. To undertake duties in accordance with school practices and procedures, ensuring the post-holder actively upholds and promotes the PRIDE ethos of the school.
  2. To work under the guidance of the class teacher/line manager to plan and monitor students’ learning. Ensuring the progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for students.
  3. As appropriate to assist with the induction and mentoring of new staff within the remit of the role.
  4. Under the guidance of the teacher provide one to one support to students or working with groups of students on pre-planned activities, to reinforce the teacher’s approach.
  5. To assist where required in the planning of learning activities.
  6. Under the guidance of the teacher ensure equipment or materials are suitable for the learning activities. Prepare materials and teaching aids where necessary.
  7. Under the guidance of the teacher work with individuals or groups of students in accessing school library and in the use of ICT and other relevant resources to support learning.
  8. To participate in and assist in supervision of educational visits, in conjunction with the teacher/line manager.
  9. Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.

**2. Student Support**

2.1 Provide support and guidance on a one to one basis or to teams of students in their core skills and curriculum needs as per school policies/practices.

2.2 To actively encourage the inclusion of all students to participate in the life and activities of the school and access the national curriculum to the best of their ability.

2.3 To provide individual assistance or assistance within groups through implementing behaviour plans, Individual Education Plans and teaching strategies etc, to maximise their achievements.

2.4 To contribute to plans, reviews and evaluations of students by writing reports on students’ progress and attendance at meetings.

2.5 To provide lunchtime cover as required.

**3. Curriculum Activities**

3.1 To maintain stock of resources, ordering new replacements as agreed with colleagues, to support the work across the team in its delivery of service.

3.2 To contribute in the presentation of students’ work and maintenance of display areas.

3.3 To assist with the preparation and tidying of the classroom and upkeep of resources.

3.4 To attend and contribute to duty related meetings as required.

3.5 To assist in the planning and implementation of structured and agreed learning activities/teaching programmes.

**4. General**

The post-holder is expected to carry out duties with due regard to current and future NHTS policies, procedures and relevant legislation.

4.1 To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the post-holder’s supervisor from time to time, in consultation with the post-holder.

4.2 The post-holder’s duties must at all times be carried out in compliance with the school’s Equal Opportunities Policy and other policies designed to protect employees or service users from harassment, including:

1. Taking reasonable care of the health and safety of self, other persons and resources whilst at work.
2. Co-operating with the school’s management as far as is necessary to enable the responsibilities placed upon the school under the Health and Safety at Work Act to be performed, eg operate safe working practices.
3. Ensuring the post-holder does not to act in a prejudicial or discriminatory manner towards service users or employees, including those who may be for example from minority ethnic communities, women, disabled or older people, lesbians or gay men. The post-holder should also counteract such practice or behaviour by challenging or reporting it.

4.3 To assist as appropriate to the induction and mentoring of new staff within the remit of the role.

4.4 To undertake as required relevant training and development and be actively involved in ongoing appraisal and development reviews of skills and competencies.

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**RESPONSIBLE TO: Special Educational Needs Coordinator (SENCo)**

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**RESPONSIBLE FOR: None**