



Job Role: Teaching Assistant

Job Purpose: To work with teachers to support teaching and learning, providing support to the teacher and specialist support in an aspect of the curriculum or additional learning needs

Line Manager: Deputy Head (Head of Pre-Prep)

Main Areas of Responsibility

Teaching and learning

- a. Ensuring all pupils are appropriately supported in their learning be it academic, practical, behavioural or social, by adopting strategies as directed by the teacher.
- b. Encouraging and supporting the learning of pupils by complementing teaching and learning strategies deployed by the teacher.
- c. Creating and adapting appropriate quality resources in advance of lessons planned, including differentiation for SEND pupils and Gifted and Talented pupils.
- d. Prepare and help create attractive and interactive learning displays.
- e. Liaising with the teacher and junior school staff to ensure the effective delivery of the curriculum and to help raise standards of achievement.
- f. Plan and implement activities for individuals and groups of pupils after consultation with a qualified teacher, differentiating and adapting a learning programme to suit the needs of allocated pupils,
- g. Contributing to discussions and meetings on the curriculum and school policy and procedure in order to further support learning or behaviour.
- h. Assisting with management and completion of individual assessment and records and reports on development, progress and attainment through observation, consultation with the class teacher, recording and filing.
- i. Escorting pupils, accompanied by a teacher, to sports or other school facilities or trips off the school premises and engaging in the learning process for the benefit of the pupils.
- j. Providing specialist support in one or more of the following areas:
 - SEND pupils,
 - EAL pupils
 - Gifted and Talented pupils
 - All pupils in a particular curriculum area

Pastoral Care

- a. Helping with lunch and break supervision of pupils.
- b. Assisting pupils with eating, changing clothes and shoes for P.E., dance, swimming etc. and at the beginning and end of the school day whilst encouraging independence.
- c. Assisting with pupils who are unwell or otherwise distressed, and taking to hospital or for other emergency treatment if required; administering first aid once qualified to do so.
- d. Upholding the Code of Conduct and Rewards and Sanctions policy through effective delivery of its aims.
- e. Guide and support pupils in their personal, emotional and social development.
- f. Under the direction of the teacher, promote and model positive behaviour in all teaching areas.

Communication

- a. Establish and maintain a positive relationship to foster links between home and school.
- b. Be aware of confidential issues linked to home/pupil/school/teacher.
- c. Work collaboratively with colleagues to meet the needs effectively of all pupils.
- d. Communicate concerns and observations to the relevant person regarding health and safety issues and child protection issues to maintain the school's duty of care.
- e. Liaise with parents regarding the effective sharing of information regarding the collection of pupils.

As required by the Head of Kensington Wade, undertaking other general tasks and assisting with the supervision of other classes when required. As required by the Head of Kensington Wade, occasional line managing other teaching assistants.

Training and Development of Self

- a. Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.
- b. Attend relevant INSET courses.

Supporting the work of Kensington Wade School Teaching and Administrative Staff

Develop strong, positive relationships with KW colleagues and support other staff in participating in KW work, in order to develop and share best practice.

All school staff are expected to

- a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- b. Support and contribute to the school's responsibility for safeguarding students.
- c. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- d. Work within KW's policies to promote equality of opportunity for all students and staff, both current and prospective.
- e. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- f. Engage actively in the appraisal process.
- g. Adhere to policies as set out in the staff handbook.
- h. Undertake other reasonable duties related to the job purpose required from time to time.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

36 hour a week term time only plus 10 extra days in the holiday

January 2020