



LANGLEY PARK SCHOOL FOR BOYS

South Eden Park Road Beckenham Kent BR3 3BP

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Acting Headteacher - Mr R Guy BA

JOB DESCRIPTION

Title:	TEACHING ASSISTANT
Grade:	Scale 2
Department:	Learning Support
Reports to:	Teaching Assistant Team Leader/Senco Assistant

MAIN PURPOSE OF THE JOB:

The Teaching Assistant will be a member of a multi-disciplinary team, under the supervision of the Teaching Assistant Team Leader and leadership of the SENCO Assistant. The post holder will support students with a wide range of Special Educational Needs in a mainstream school.

SUMMARY OF RESPONSIBILITIES & DUTIES:

SUPPORT FOR STUDENTS

- Supervise and provide particular support for students, ensuring their safety and access to learning activities.
- Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all students.
- Encourage students to interact with others and engage in activities led by the teacher.
- Encourage students to act independently as appropriate and help promote self-esteem.
- Provide feedback to students in relation to progress and achievement.
- Assist with the development and implementation of individual Education/Behaviour/Support/Mentoring plans

SUPPORT FOR THE TEACHER/DEPARTMENT

- Be aware of student's problems/progress/achievements and report to the Learning Support Manager and SEN Team Leaders.
- Undertake student record keeping as required.
- Use strategies, as agreed by the Learning Support Department, to support students to achieve their long-term outcomes.
- Support teachers in managing student behaviour in the classroom and be confident in applying the school behaviour policy.
- Gather/report information to/from parents/carers as directed.
- Administer routine tests and invigilate exams as required.
- Provide clerical/administrative support eg. photo-copying, typing, filing, etc.

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SUPPORT FOR THE CURRICULUM

- Support students to understand and access learning and differentiate work as appropriate.
- Support students in undertaking literacy and numeracy tasks as directed by a teacher or during small group/individual sessions.
- Supporting students in using basic ICT as directed.
- Prepare and maintain equipment/resources as directed by the teacher and assist students in their use.

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to safeguarding students, health and safety, security and data protection, reporting all concerns to an appropriate person.
- Be aware of confidential issues linked to home/student/teacher/school/work and to keep confidences as appropriate.
- Be aware of and support diversity and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Prepare report for Annual Review and attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of students out of lesson times, including before and after school when required.
- Accompany teaching staff and students on visits, trips and out of school activities as required