



# CHISLEHURST & SIDCUP GRAMMAR SCHOOL

## JOB DESCRIPTION

### TEACHING ASSISTANT

**Responsible to:** Student Welfare Officer

**Main purpose of the job:**

To work under the instruction / guidance of teaching / senior staff to undertake work / care / support programmes, to enable access to learning for pupils including those with any learning and /or SEMH needs, to assist the teacher / senior staff in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area, including the Learning Hub.

**Major Duties and Responsibilities:**

1. Assist teachers in ensuring all pupils' continuing educational development through establishing constructive relationships and contributing to pupil passports and information sheets, EHCP and medical care plans.
2. Assist teachers in removing barriers to learning to enable an inclusive learning environment.
3. Prepare, maintain and use equipment/resources required to meet lesson plans/relevant learning activity and assist pupils in use.
4. To ensure accurate records and observations are kept so that pupils receive the maximum benefit from their education.
5. Administer routine tests and invigilate exams and undertake routine checking of pupil's work.
6. If needed, provide cover for classes during the short-term absence of teachers. Jobholder will need to respond to questions and generally assist pupils to undertake set activities. Liaise with teachers on their return about the classes which have been covered and any issues which have arisen. Ensure that lesson monitor is completed for all classes which are covered.
7. To be a qualified first aider and administer first aid as and when necessary.

**Job Activities:**

- Supervise and provide particular support for pupils, including those with social, emotional and mental health needs, ensuring their safety and encourage pupils to interact with others and to engage in activities led by the teacher or in the Learning Hub.
- Set challenging and demanding expectations and promote self-esteem and independence, providing feedback to pupils in relation to progress and achievement under guidance of the teacher.

- Establish constructive relationships with pupils including those with ASD, and interact with them according to individual needs, promoting the inclusion/acceptance of all pupils.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Assist with the planning of learning activities, monitoring pupils' responses to these, accurately record achievement/progress as directed.
- Assist in running interventions which form part of EHCP and/or SEND support requirements.
- Use strategies, in liaison with the teacher and SENCO, to support pupils to achieve learning goals.
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems as required.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parent/carers.
- Provide clerical and administration support for SENCO, including administration for examinations.
- Assist in maintaining records for SEND students including medical and SEMH information
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Work within pre determined guidance, policies, procedures and teachers guidance.
- Assist with the supervision of pupils out of lesson times, including before and after school. Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Attend weekly meetings and discussions, which contribute to the overall ethos/work/aims of the academy.
- Awareness of the Academies' educational and behavioural policies for developing pupils.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

- To undertake other duties appropriate to the post as directed e.g. exam invigilation as and when required.

*The Academy is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks.*