

# Teaching Assistant



**Contract:** Part time, term time only. Fixed until July 2024 (possibility of an extension).

**Working hours:** 8:15 – 15:15, Monday-Friday.

**Salary:** Band 1 scale points 3-7, dependent on experience pro rata for term time working.

## **Core purpose**

To provide support to our SEND department to undertake work, care and support programmes to facilitate learning of students and to assist teachers in the management of students and the classroom. To support key students with regards their access to the curriculum and their personal care. Work may be carried out in the classroom or outside the main teaching areas with individuals or small groups.

## **General Responsibilities (all staff):**

1. To perform duties and attend meetings as reasonably required.
2. To participate in the school's performance management scheme.
3. To undergo in-service training where required.
4. To contribute to the school's pastoral system.
5. To observe and implement current school policies and good practice.
6. To carry out such particular duties as the Headteacher may reasonably direct from time to time.

## **Support for Students**

1. Supervise and provide particular support for targeted students, including those with special needs, ensuring their safety and access to learning activities
2. Assist with the development and implementation of Individual Education, Personal Care, and Behaviour Plans and Programmes
3. Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individuals' needs
4. Encourage students to work and act independently as appropriate
5. Assist with the development and implementation of Individual Learning Support Plans
6. Attend to the students' personal needs (social, health, physical, hygiene and welfare), referring to line manager any concerns about student safety and well-being
7. Establish productive working relationships with students, acting as a role model and setting high expectations
8. Promote the inclusion and acceptance of all students
9. Encourage students to interact with others and engage in activities led by the teacher
10. Set challenging and demanding expectations and promote self-esteem and independence
11. Record students' progress providing feedback to students and relevant staff
12. Accompany and supervise designated students on educational trips and visits.

13.To be a keyworker to one or more specified students.

### **Support for the Curriculum**

1. To develop students' literacy/numeracy skills in order to raise standards
2. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses
3. Help students access the curriculum
4. Developing learning support materials to build range of departmental resources for future use
5. Support the use of ICT in the classroom
6. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use

### **Support for Teachers**

1. Create and maintain a purposeful, orderly and supportive environment, following lesson plans agreed with line manager(s) and teachers
2. Prepare and maintain equipment/resources as directed by the teacher and assist students in their use
3. Use strategies, in liaison with teachers, to support students to achieve learning goals
4. Assist with the planning of learning activities
5. Support the teacher in managing student behaviour, reporting difficulties as appropriate
6. Monitor students' responses to learning activities and accurately record achievement/progress as directed
7. Undertake routine marking of targeted students' work and accurately record achievement/progress
8. Provide regular feedback to teachers on students' achievements, progress and problems
9. Promote good student behaviour, dealing promptly with conflict and incidents in line with school policy
10. Establish constructive relationships with parents and carers, contacting them as directed by line manager(s)
11. Provide clerical/administrative help when directed (e.g. photocopying, typing, filing, collecting money etc.)
12. Gather and report information from/to parents if directed
13. Undertaking examination invigilation and/or student support in exams as directed

### **Support for the School**

1. Be aware of and comply with policies relating to Child Protection, Health & Safety, Equal Opportunities, Confidentiality, SEN Code of Practice as well as general staff procedures
3. Contribute to the overall ethos, vision and aims of the school
4. Appreciate and support the role of other professionals
5. Attend relevant meetings as required
6. Participate in training and other learning activities as required

7. Accompany teaching staff and students on visits, trips and out of school activities as required

## Person Specification

### ***Experience***

1. Experience of working in a school or a similar role
2. Experience of working with young people in a school or extra-curricular context is desirable

### ***Professional knowledge***

1. GCSE or equivalent (NVQ level 2) passes in English and mathematics (literacy and numeracy)
2. Relevant first aid knowledge desirable but not essential

### ***Skills and Attributes***

1. A commitment to supporting learners with individual academic and welfare needs.
2. To contribute to the school's pastoral system.
3. To observe and implement current school policies and good practice.
4. To participate in the School's performance management scheme.
5. To carry out such particular duties as the Headteacher may reasonably direct from time to time,
6. Support the Christian ethos and values of the school.
7. Be flexible and resourceful.
8. Be an effective member of a team.
9. Display moral, intellectual and personal integrity and authority.
10. Show determination, optimism and resilience in the face of challenges and set-backs.
11. Be committed to equality of opportunity, community cohesion and student social mobility