



## JOB DESCRIPTION

**Job Title:** Teaching Assistant

**Grade:** B3

**Responsible To:** SEND Leader

### Purpose of job

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for students and to assist the teacher in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching area.

### Responsibilities

- To supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities
- To assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- To establish constructive relationships with students and interact with them according to individual needs
- To promote the inclusion and acceptance of all students
- To encourage students to interact with others and engage in activities led by the teacher
- To set challenging and demanding expectations and promote self-esteem and independence.
- To provide feedback to students in relation to progress and achievement under guidance of the teacher.
- To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work.
- To use strategies, in liaison with the teacher, to support students to achieve learning goals
- To assist with the planning of learning activities
- To monitor pupil's responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
- To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- To establish constructive relationships with parents/carers

- To administer routine tests and invigilate exams and undertake routine marking of students' work.
- To provide clerical/administrative support - photocopying, typing, filing, money, administer coursework.
- To undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- To undertake programmes linked to local and national learning strategies.
- To support the use of ICT in learning activities and develop students' competence and independence in its use.
- To prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals.
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- To assist with the supervision of students out of lesson times, including before and after school and at lunchtime.
- To accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- To ensure promotion and support of Equal Opportunities and Health & Safety
- To undertake any other duties that are commensurate with the post

### **3. General duties:**

- To fulfil the role of a coach to a small group of students and participate fully in training as required.
- To support and participate in the duty rota as required
- To support school events and attend as required.
- To provide cover as necessary for absent colleagues
- To undertake ad hoc duties as may be required by the Head of School or Executive Headteacher and / or Senior Leadership Team from time to time.
- To photocopy documentation as required maintaining confidentiality at all times. To adhere to school policies and procedures.

