



## 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 pupils with a wide range of Special Educational Needs in a mainstream school.

### SUMMARY OF RESPONSIBILITIES & DUTIES:

#### SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, ensuring their safety and access to learning activities.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage pupils to act independently as appropriate and help promote self-esteem.
- Provide feedback to pupils 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 pupil problems/progress/achievements and report to the Learning Support Manager and SEN Team Leaders.
- Undertake pupil record keeping as required.
- Use strategies, as agreed by the Learning Support Department, to support pupils to achieve their long term outcomes.
- Support teachers in managing pupil 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.

### **SUPPORT FOR THE CURRICULUM**

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

### **SUPPORT FOR THE SCHOOL**

- Be aware of and comply with policies and procedures relating to safeguarding children, health, safety and security and data protection, reporting all concerns to an appropriate person.
- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate.
- Be aware of and support diversity and ensure all pupils 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 pupils out of lesson times, including before and after school when required.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required