

## **JOB DESCRIPTION**

Post Title:	Teaching Assistant
Grade:	Scale 4
Hours:	32.5 hrs - 39 weeks
Responsible to:	SENCO

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The job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually.

### **Entitlement**

The head teacher and governing body are fully committed to ensuring the professional effectiveness of the teacher in this role through support for the provision of professional development opportunities.

### **RESPONSIBILITY FOR THE CHRISTIAN PURPOSE AND IDENTITY OF THE SCHOOL**

It is the progress support assistant's first responsibility to sustain the Christian identity of the School and support the teaching of the Church. He or she should support the SENCO and Leadership Team in ensuring that this Christian identity is reflected in every aspect of the life of the School.

### **PURPOSE OF JOB:**

To work under the guidance of the SENCO and within an agreed system of supervision, to implement agreed work programmes / interventions with individuals and groups (for parts of lessons under the direction of the class teacher) in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.

### **Areas of Responsibility and Key Tasks**

#### **a) Support for pupils**

- To provide appropriate support to children, individually and in small groups, to enable them to participate in all classroom activities and learning experiences
- To set up group activities under the guidance of the class teacher. To work with children on practical activities, giving assistance and encouragement
- To read to, and with, small groups of children, working with children on curriculum activities
- To provide support and assistance for children's pastoral needs
- To be aware of and fully support the school policy on changing children
- To carry out intervention programmes under the direction of professionals, as and when required
- To establish productive working relationships with children, acting as a role model and setting high expectations
- To promote the inclusion and acceptance of all children within the classroom
- To support children consistently whilst recognising and responding to their individual needs

- To encourage children to interact and work cooperatively with others and engage all children in activities
- To promote independence and employ strategies to recognise and reward achievement and self-reliance
- To provide feedback to children in relation to progress and achievement
- To be fully familiar with children's individual targets including Individual Education Plans and to support children in reaching them

**b) Support for the class teacher**

- To work as part of a team to assist the class teacher in establishing an appropriate learning environment in order to ensure high quality education for the children
- To deliver planned activities, under the direction of teachers, and to develop an understanding of the special particular needs of the child/ren concerned
- To monitor and evaluate children's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- To provide objective and accurate feedback and reports, as required, to the teacher on each child's achievement, progress and other matters, ensuring the availability of other of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- To promote positive values, attitudes and good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage children to take responsibility for their own behaviour
- Under the direction of the classteacher, to liaise with parents as appropriate, maintaining sensitivity and confidentiality at all times.
- To assist the class teacher with the preparation and collection of resources
- To report any concerns regarding children's welfare or education to the class teacher/SENCO and, where deemed appropriate, the deputy head teacher and/or head teacher
- To provide general clerical and administrative support

**c) Support for the curriculum**

- To work with individuals or small groups of children to assist in the delivery of the planned curriculum, as directed by the SENCO
- To implement agreed learning activities/teaching programmes, adjusting activities to individual children's responses/needs
- To support the use of ICT in learning activities and develop children's competence and independence in its use
- To deliver the Reading recovery programme

**d) Support for the school**

- To be aware of and support school policies and procedures
- To recognise own strengths and areas of expertise and use these to advise and support others
- To assist in the planning, creation and mounting of displays of children's work
- To accompany classes and small groups/whole class groups of children on educational visits
- To be willing to support with after school activities with remuneration
- To be on time and ready to begin work at the time appointed
- To supervise pupils at the beginning of the school day and at breaktimes if requested and with remuneration.

- To control the behaviour of pupils with particular regard to safety and school procedures
- To provide cover at lunchtime in the event of the absence of Lunchtime supervisors (time will be made available for own lunch break)
- To assist with seasonal events e.g. parents' evenings, concerts, festivals, school festivals, Eucharists and performances
- To participate in the life of the school beyond these events
- To attend and fully participate in appropriate staff meetings and training days/events as requested
- To participate in School Improvement Planning and School Evaluation activities
- To identify own training needs
- To attend INSET day activities when requested with additional remuneration
- To participate fully in the school's performance management arrangements
- To mentor new Progress Support Assistants
- To show initiative in undertaking all roles detailed above
- To perform any other duties required by the SENCO within the scope of this post

The postholder shall ensure that the duties of the post are undertaken with due regard of the School's Health and Safety Policy and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.