

JOB DESCRIPTION

Job Description

Teaching Assistant

Main purpose

- To work collaboratively with teaching staff in meeting the personal, social and curriculum needs of pupils, in particular those with special needs and/or bilingual needs.
- Assist with the planning, differentiated delivery and evaluation of the curriculum for individuals and groups of pupils.

Responsible to:

Primary Head, SENCO & Bursar

Support for pupils

To work collaboratively with the teacher in the planning, development, delivery and evaluation of the effectiveness of the curriculum for pupil(s) and to differentiate curriculum content according to the needs of pupil(s)

To set high expectations for pupils, respecting their social, cultural, linguistic, religious and ethnic backgrounds.

To plan and implement specific programmes with individual pupils or groups appropriate to the developmental needs of the pupils across curriculum areas.

To assist in the development and implementation of pupil's individual targets and their monitoring and review.

Use specialist skills (curricular/learning), training and experience to provide support for pupils, ensuring their safety and access to learning activities.

To promote independence.

Support pupils with behavioural, emotional and social development needs e.g. implementation of behaviour management policies/promotion of school policies relating to pupil behaviour

Under the instruction/guidance of a teacher /external agency support pupils with a range of learning needs.

Establish a constructive relationship with staff and pupils to assist pupil progress and attainment.

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To monitor and record pupil progress on a regular basis and to prepare reports as required.

Support for teachers

Promote good pupil behaviour, dealing promptly with conflict and incidents and reporting in line with school policy.

To monitor individual pupils' progress and to report on pupils needs, achievements and concerns.

Contribute information to pupil records - (e.g. assessment information).

To provide ideas, resources and learning strategies for lessons

Liaise with parents, carers and outside agencies where appropriate.

Monitor pupils' responses to learning activities and record achievement/progress as directed

To provide objective and accurate feedback to teachers on pupil achievement, progress and problems

Administer tests and assist in the invigilation of exams e.g. reader, scribe

Assist in the supervision of children on trips/visits

Support for the school

Contribute to the overall ethos /work/aims of the team and school

Participate in training, other learning activities and performance development as required

Attend and participate in relevant meetings as required.

Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality, data protection and reporting all concerns to the appropriate person

To assist with the supervision of pupils out of lesson time

To work as part of a team and support the role of other people in the team and to establish constructive relationships with other agencies/professionals in liaison with the teacher, to support the achievement and progress of pupils

Personal Qualities

Liaising and communicating effectively with stakeholders in the School (including students, colleagues, line manager, parents and governors)

Remain respectful towards your colleagues. This means that you should not shout, swear, insult, gossip or conduct yourself in any manner than is contrary to the schools expectations on behaviour.

Manage conflicts, misunderstandings and disagreements

Understand that the school has a grievance procedure for airing any concerns that you may have and that should you have any concerns you are required to follow procedure and speak to the appropriate individual.

Observe that we are all placed to set an example to those around us

Seeking line manager support where necessary and appropriate

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Reflecting on the effectiveness of professional relationships and identifying where improvements can be made

Staff Code of conduct and conditions

In common with all staff, holidays must be requested by submitting the appropriate paperwork to the line manager. They will review the form in the light of the work demands during the time requested and any other holiday requests/approvals already submitted/granted

Lateness or absences to reported as soon as possible to your line manager or the bursary

Lunch break to be staggered amongst site staff to provide coverage

Staff to behave in a courteous and respectful manner to fellow staff and visitors to the School

School issued mobiles to be switched on and staff member to remain contactable

Inventry system to be used when arriving to and leaving from work

Staff lanyards to be worn at all times in accordance with the school safeguarding policy

All school emails require an acknowledgment

Telephone calls and verbal conversations to staff and to be held in a respectful tone

Any ill feeling or disagreements with other staff members to be dealt with promptly either informally or via the school's grievance procedure – negative atmospheres are not welcome and should be dealt with before they escalate

Maintain confidentiality regarding school/workplace matters



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