

JOB DESCRIPTION

Job Title: Teaching Assistant
Grade: Level 3
Hours: 30 per week, term time only

Purpose of job

To support children and young people to achieve their potential by providing support to overcome barriers to learning.

Duties and responsibilities

Support for students

1. You will work with individuals or groups of students to support them in raising attainment. This will also require supporting students with their skills development to enable them to achieve their potential.
2. You will work closely with the teaching staff to develop and deliver support and plan and deliver catch up work.
3. Developing the skills and aptitudes of students who struggle to access the full National Curriculum through academic mentoring, support and short targeted interventions, helping to manage and monitor students on that provision.
4. Meet regularly with line manager/Head of Faculty to report on the progress of identified students, within the agreed monitoring and tracking procedures.
5. Meeting with students to review their progress and mentor them towards achieving their goals and feeding back the outcomes of these meetings to tutors and other leaders in relevant planning and assessment activities.
6. Support students on Free School Meals to help raise their attainment.
7. Lead intervention sessions where appropriate.
8. To keep detailed records of any interventions and support offered.
9. Be responsible for and fully committed to the Safeguarding of Children.
10. Participate in the education of children, including contributing to their health and well-being as outlined in the principles of the Every Child Matters agenda.
11. Establish and maintain relationships with individual pupils and groups.
12. Support children with specific needs if appropriate
 - Sensory and/or physical impairment
 - Cognition or learning difficulties
 - Behavioural, emotional and social development needs
 - Communication and interaction difficulties
13. Contribute to Individual Education Plans as appropriate.
14. Provide support for bilingual/multilingual students.

Support for the teacher(s)

1. Observe and report on pupil performance.
2. Contribute to the planning and evaluation of learning activities.
3. Assist in preparing and maintaining the learning environment.
4. Contribute to maintaining pupils' records.
5. Supervise the whole class for a short time in an emergency (normally for a period less than a whole lesson until the teacher returns or alternative arrangements are made) or for a very short period of planned absence less than a whole lesson.
6. Support in organising effective learning environments.
7. Support literacy and numeracy activities in the classroom
8. Support the maintenance of pupil safety and security
9. Contribute to the management of pupil behaviour by
 - promoting school policies with regard to pupil behaviour
 - supporting the implementation of strategies to manage pupil behaviour
10. Provide administrative support, e.g. produce worksheets and administer coursework.

Support for the school

1. Contribute to the overall ethos/work/aims of the school.
2. Be aware of and comply with all school policies and procedures in particular those relating to child protection reporting any concerns to an appropriate named person.
3. Support the development and effectiveness of team work within the school environment.
4. Develop own effectiveness in a support role by actively participating in own professional development.
5. Liaise with parents and other agencies as appropriate.
6. Participate and/or lead activities to support attainment of pupils such as reading clubs.
7. All other duties commensurate with the grade and responsibility of the post.

Support for the curriculum

1. Support the use of information and communication technology in the classroom

Reports to: Head of Faculty

Special Conditions:

Attendance at meetings outside of the normal working day e.g. Parents Evening