



## **Teaching Assistant**

### **Job Description**

#### **Required as soon as possible**

**Hours per week term time only – working days/hours to be discussed at interview.**

#### **1. Job Purpose**

To support teaching staff in the development and education of students including the provision of specialist skills as appropriate.

#### **2. Key Responsibilities**

##### **Support for Students**

Support the activities of individuals or groups of students. Participate in the education of student, including contributing to their health and well-being.

Support student with special needs (if appropriate to the focus of the role)

- Sensory and/or physical impairment
- Cognition or learning difficulties.
- Behavioural, emotional and social development needs
- Communication and interaction difficulties
- To adhere to and be mindful of safeguarding of young people and all in our school community.
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- Dealing with the personal care needs of student where appropriate in line with the guidance of the local authority
- Support for Gifted and Talented students

##### **Support for the teacher(s)**

Provide support for learning activities by

- Supporting the teacher in the planning and evaluation of learning activities

- Supporting the delivery of learning activities
  - Support in organising effective learning environments and maintaining appropriate records.
  - Support literacy and numeracy activities in the classroom
  - Support the maintenance of student safety and security.
  - Contribute to the management of student behaviour by
  - Promoting school policies with regard to student behaviour
- Supporting the implementation of strategies to manage student behaviour.
  - Undertake routine marking in line with school policy.
  - Provide clerical/admin. support, eg., photocopying, collecting money, administer coursework.

### **Support for the school**

- Provide support to colleagues.
- Develop own effectiveness in a support role. s
- To undertake all safeguarding online course and attend briefing sessions where appropriate.

### **Support for the curriculum**

- Support the use of information and communication technology in the classroom.
- Work as required across the curriculum and in all Key Stages within the school as appropriate to their training and experience.

### **General**

- Individuals have a responsibility for promoting and safeguarding the welfare of student and young people he/she is responsible for or comes into contact with.
- To ensure their tasks are carried out with due regard to Health and Safety
- To participate in appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school
  - To promote the agreed vision and aims of the school.
  - To set an example of personal integrity and professionalism
  - Attendance at appropriate staff meetings and parents' evenings within working hours
  - Any other duties as commensurate within the grade and nature of the post in order to ensure the smooth running of the school.

### **Continuing Professional Development – Personal**

- In conjunction with your line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to the curriculum or school efficiency, which may lead to improvements in the day-to-day running of the school or the quality of teaching and learning.
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- Keep up-to-date with computing skills and the use of latest technology for use within the classroom situation and others means of teaching.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employers on all issues to do with Health, Safety & Welfare

This job description is not necessarily a comprehensive definition of the post. It will be reviewed as necessary as part of the appraisal process and it may be subject to modification or amendment at any time after consultation with the holder of the post. Because of the nature of this job, if you are successful in your application you will be subject to a clearance check. This will be done by applying for an “Enhanced Disclosure”. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.

The ability to converse at ease with parents/students and members of the public and provide advice in accurate spoken English is essential for the post

This School is committed to safeguarding and promoting the welfare of student and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful candidates.

September 2024