



**TITLE OF JOB** : **Teaching Assistant**  
**HOURS** : **30 hours per week (contact time) Term time only**  
**GRADE** : **H3 Pro rata**

### **JOB OUTLINE**

The main purpose of this role is to support individuals and groups to make expected levels of progress and achieve their full potential.

To carry out this role effectively you need to be aware of, and support, the fundamental philosophy and aims and objectives of the school, and to be instrumental in creating an ethos which facilitates the effective education of every student and ensures that they make expected levels of progress.

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement

### **Duties and responsibilities**

#### **Teaching and learning**

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Use ICT skills to advance pupils' learning

- Undertake any other relevant duties given by the class teacher

### **Working with colleagues and other relevant professionals**

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher and/or SENDCo.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

### **Equalities**

Be aware of and support difference and ensure that the student has equality of access to opportunities to learn and develop.

### **Health and Safety**

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

**\*\* The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**

## **5. KNOWLEDGE, EXPERIENCE AND TRAINING**

- ◆ Experience of working with children of the relevant age.
- ◆ Knowledge of ASD and other special educational needs.
- ◆ Numeracy and literacy skills equivalent to NVQ level 2 or GCSE grade C in English and Maths.
- ◆ Ability to communicate effectively with students, staff, parents and outside agencies.
- ◆ Understanding of the curricular requirements of the school, these to include statutory requirements.
- ◆ Ability to make effective use of modern technology to support teaching and learning.

- ◆ Ability to work with a minimum of supervision and within a team.
- ◆ Ability to manage pupils in a classroom setting.