Job Description: Teaching Assistant

School: Rowhill School

Grade: Kent Range 5

**Hours: 30 hours per week 39 weeks per year (Term time plus inset days)**

Responsible to: Line Manager

Job Purpose:

To provide outstanding support for teaching and facilitate outstanding independent learning at Rowhill School.

**Key Duties and Responsibilities:**

1. Support learning in the classroom under the direction of the teacher, to enable students and groups of students to make maximum progress towards achieving their targets; ensuring high standards in health, safety and good behaviour is maintained. This may include working 1 to 1 with a student.
2. Contribute to the facilitation of excellent behaviour for learning, establishing and maintaining positive relationships with individual students and group.
3. Manage classroom activities safely ensuring that the physical learning space and the resources in it are conducive to student learning.
4. Be able to use a range of strategies to deal with classroom behaviour and understand individual behavioural needs to ensure students’ learning needs are met.
5. Administer routine tests and undertake routine marking as directed, maintaining records as requested, in order to allow the class teacher to concentrate on other activities requiring their professional input. Support the class teacher with formative assessment within the lesson providing constructive feedback to students, both written and verbal.
6. Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy. Encourage students to take full responsibility for their own behaviour in order to maintain required standards of discipline and students’ wellbeing, health and safety.
7. Set and maintain high standards of discipline and behaviour throughout school, to provide a climate where all students can learn, and staff can teach.
8. Support the aims and ethos of the school.
9. Participate in staff training with commitment to own Continuous Professional Development.
10. Attend team and other school meetings.
11. Work within the policies, codes of practice and legislation relating to the school, reporting any concerns to the relevant person.

*This job description is provided to assist the job holder to know what his/her main duties are. The duties above are neither excusive nor exhaustive and the post holder may be required by Senior Management to carry out appropriate duties within the context of the job, skills and grade.*

In addition all members of the school community are expected to:

* Display a commitment to child protection and safeguarding. Report to the headteacher any behaviour by colleagues, parents and children which raises concern.
* Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person