Sandwich Technology School



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| **Role Title** | Teaching Assistant |
| **Job Purpose** | To work alongside teachers in the classroom, helping students with their learning on an individual or group basis. |
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| **Principal Accountabilities** | * Assist in the educational and social development of students under the direction and guidance of the head teacher, Director of Inclusion and class teachers.
* Assist in the implementation of Individual Education Programmes for students and help monitor their progress.
* Provide support for individual students inside and outside the classroom to enable them to fully participate in activities.
* Assist class teachers with maintaining student records.
* Support students with emotional or behavioural problems and help develop their social skills.
* Prepare and present displays of students' work.
* Support class teachers in photocopying and other tasks in order to support teaching.
* Work with students during exam periods as scribes or readers.
* Undertake other duties from time to time as the head teacher requires.
* Undertake first aid administration
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| **Competencies** | * Reliability
* Excellent verbal and written communication skills and ability to communicate in a clear and professional manner.
* Ability to prioritise own workload
* Professional personal presentation
* Team player
* Good IT Skills
* Attention to detail
* Strong organisational skills, the ability to balance a variety of tasks simultaneously and work under pressure.
* Ability to perform tasks with minimum supervision and work on own initiative.
* First Aid trained (or willing to be First Aid Trained)
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| **Performance Measures** | There will be an annual review of performance which will include an assessment of progress towards achievement of objectives and an overall assessment of performance. |
| **Standards and Quality Assurance** | * Support the aims and ethos of the school
* Set a good example in terms of dress, punctuality and attendance
* Uphold the school's behaviour code and uniform regulations
* Participate in appropriate staff training
* Attend relevant team and staff meetings
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The duties/activities may be varied to meet the changing demands of the school at the reasonable discretion of the Head Teacher and following consultation.  This job description does not form part of the contract of employment.

You must also uphold the highest standards in respect of Child Protection.

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**Name:**

**Date Appointed:**

**Pay Scale: Sandwich Technology School Range 3**

**Line Manager: Assistant Headteacher:**

**Performance Manager:**

**Signed:**

**Date:**