

Job Description

Job title: Teaching Assistant

Grade: D2

Responsible to: Key Stage Manager / Class Teacher for day-to-day supervision

Main Purpose

To support the class teacher in the teaching and welfare of the children to attain the targets set in their personal learning. There may be a requirement to work with children with statements or additional educational needs throughout the Key Stages.

Accountability

1. Provide teaching support under the guidance of the class teacher to children in all areas of the curriculum, individually or in small groups, children with statements and/or children with additional educational needs in order to aid teaching in the classroom.
2. To work with the class teacher and Inclusion Manager to assist in drawing up and undertaking the delivery of the individual pupil learning programmes, either in withdrawal groups or within the classroom, to ensure delivery of the individual's targets.
3. Assist the teacher with observation and monitoring of the progress of children, maintaining accurate records within the special needs provision in order to ensure documentation of all interventions with the children.
4. Promote positive behaviour patterns, raise self-esteem and improve independent working in children to assist in their education and growth.
5. Assist the teacher where necessary with preparation (and clearing away) of the classroom and materials to ensure effective and efficient teaching.
6. To ensure that children receive their statutory duty of care in a caring environment.
7. To participate in In-Service training and attend staff meetings where appropriate.
8. To supervise pupils in the schools premises according to agreed rotas.
9. To respect confidentiality at all times.
10. To hold regular liaison time with the class teacher other support staff involved in the classroom.
11. To act in accordance with the equal opportunities policy, health and safety policy and confidentiality guidelines.
13. To take part in 'in service training' as required
14. Be aware of and comply with policies and procedures relating to child protection/safeguarding, confidentiality and data protection, reporting all concerns to an appropriate person;

Person Specification

- Good general education.
- Previous experience essential
- Relevant/suitable qualification or prepared to study for a further qualification.
- Excellent interpersonal skills.
- Previous experience with assisting with the tutoring of children
- Sympathy with Children
- Clear disciplinary record

This job description is subject to review by the Headteacher in consultation with the postholder as appropriate to the changing needs of the school.