

Wrotham School – Job Description

Name	
Job Title	Teaching Assistant
Salary Scale	Kent Range 4/5 depending on experience
Responsible to	SENCO
Responsible for	Support the class teacher in the teaching and welfare of children to ensure they attain the targets set within the School. Cover Registration when necessary.
Date	

1. PURPOSE OF JOB

Support the class teacher in the teaching and welfare of children to ensure they attain the targets set under their individual educational programmes.

2. DIMENSIONS

Budget: None

No of Children: All Statemented / EHCP and SEN students as directed by the SENCO and assistant SENCO

Subordinates: None

3. PRINCIPAL ACCOUNTABILITIES

- Work with students identified by the SENCO to assist them in developing strategies which will positively impact upon their educational outcomes.
- Assist teacher with learning activities ensuring health and safety and good behaviour of pupils (including off-site activities such as trips, swimming etc.). Support the pupils in accessing learning activities as directed by the teacher to enable pupils' progress towards their targets. Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.
- Provide clerical/admin support (e.g. typing, photocopying, display, and undertake basic recording keeping in respect of pupil learning, behaviour management, child protection etc. (including liaising with therapists) as directed in order to support the teacher deliver the specific learning programmes set for each child.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- Ensure the maintenance of a clean, orderly and safe working environment making sure that equipment/resources/materials are set out on time and as per instructions received and used safely to enable pupils meet their learning targets.
- Contribute to the overall ethos/work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.
- Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
- Attend relevant meetings
- Deliver small group and 1:1 interventions as directed by the SENCO/Assistant SENCO

Additional Accountabilities

- Undertake 30 minute lunch duties every day

4. NECESSARY EXPERIENCE

- Good standard of general education (i.e. NVQ level 1 or equivalent) together with good numeracy and literature skills.
- Previous experience (1-2 years) of working with children.
- Use basic technology (computer, video, photocopier)
- Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
- Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
- Good influencing skills to encourage pupils to interact with others and be socially responsible.

5. SCOPE FOR IMPACT

Support staff in schools make a strong contribution to pupils' learning and achievement. Learning Mentors and Teaching Assistants provide support to teachers and schools allowing qualified teachers to make even more effective use of their time, professional knowledge, skills and understanding. Support staff contribute to pupils' learning and will have a significant impact on pupils' achievement. Learning Mentors and Teaching Assistants should develop methods of promoting/reinforcing the child's self-esteem.

Teaching and Learning

- To develop knowledge of a range of learning support needs and to develop an understanding of the specific needs of the children to be supported.
- Taking into account the learning support involved, to aid the children to learn as effectively as possible both in group situations and on his/her own by:
 - Clarify and explaining instructions
 - Ensuring the child is able to use equipment and materials provided.
 - Motivating and encouraging the child as required
 - Assisting the weaker areas e.g. language, behaviour, reading, spelling, handwriting/presentation
 - Helping pupils to concentrate on and finish work set
 - Meeting physical needs as required whilst encouraging independence
 - Liaising the class teacher and SENCO about individual education plans (IEPs).

Additional Responsibilities

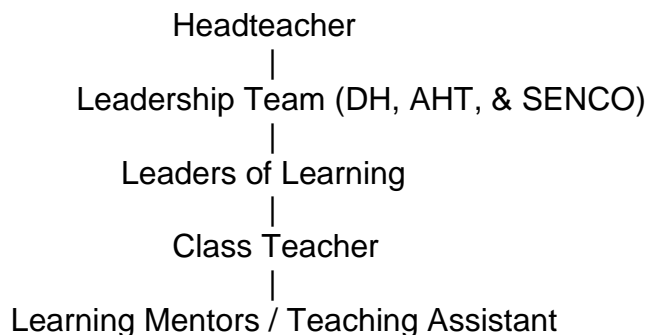
- Supervising Activity/homework Club
- Contributing to and attending Annual Review for specific Statemented Children
- Mentoring
- Exam Invigilation

- To support ECTs and registrations
- Support for out of hours activities
- To support ICT within the school

6. JOB CONTEXT

Teaching Assistants will be expected to work effectively with individual pupils and/or small groups under the direction and supervision of a class teacher. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management. Teaching Assistants would also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims. The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person. The post holder must have good communications skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.

7. ORGANISATION



8. CHANGE STATEMENT

As a result of the Government’s initiative “School Workforce Reform” and the National Agreement “Raising Standards –Tackling Workloads” new ways of employing support staff in schools are being sought. The National Workload agreement suggests that schools should deploy more staff in extended roles. As part of the Single Status agreement Learning Support job families are being created and roles at all levels are being evaluated in this light.

Signed Headteacher

Dated

Signed

Dated