

Shenstone School
Job Description – Temporary & Permanent Teaching Assistant

Grade: Bexley05

Job Summary:

To work under the direction/instruction of teaching/senior staff to undertake work /care/support programmes, to enable access to learning for pupils, to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Principal Accountabilities:

1. Assist teachers in ensuring all pupils' continuing educational development through establishing constructive relationships and contributing to Individual Education / Behaviour Plans.
2. Assist teachers in fostering attractive learning environments to ensure that pupils spend their school life in stimulating surroundings.
3. Prepare, maintain and use equipment / resources required to meet the lesson plans / relevant learning activity and assist pupils in use.
4. To ensure records and observations are kept so that pupils receive the maximum benefit from their education.

Job Content:

- Support pupils consistently whilst recognising and responding to their individual needs ensuring their safety and encourage pupils to interact with others and to engage in activities led by the teacher. (Cover Supervisor).
- Set challenging expectations to promote independence and self-esteem providing feedback to pupils in relation to progress and achievement.
- Establish constructive relationships with pupils, and interact with them according to individual needs, promoting the inclusion/acceptance of all pupils.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist in the display of pupil's work
- Use strategies, in liaison with the teacher, to support pupils' learning
- Act as a role model.
- Provide regular feedback to the teacher on pupil achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour. To train in positive intervention strategies, carrying out behaviour plans and noting any changes in behavioural patterns.

- Establish constructive relationships with parents/carers
- To carry out medical procedures according to care plans after training and authorisation (e.g. asthma, epilepsy, enteral feeding, oxygen, suctioning) as appropriate.
- To carry out all pupils personal hygiene requirements as necessary.
- Provide clerical and administration support for teacher.
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Awareness of the school's educational and behavioural policies for developing pupils
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in regular meetings, training and other learning activities as required.
- Assist with hydrotherapy sessions which may involve going in the water with pupils to carry out appropriate programmes i.e. physio
- Assist with educational visits.
- To be aware of any health and safety and child protection concerns and report them to the appropriate authorities immediately.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

Job Context:

Reports to: The Class Teacher and ultimately the Head teacher

Special Conditions of Service:

Because this post allows substantial access to children, candidates are required to comply with Departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up the post, they will be required to complete an enhanced CRB form.