

Dane Court Grammar School

Teaching Assistant Job Description

Under the guidance of the SENCo, identify learning objectives, and plan and deliver structured learning activities to support groups of pupils and/or support students on a 1-1 basis to meet a variety of educational and physical needs.

Provide feedback from learning activities to pupils in relation to their progress and achievement in order for pupils to realise their full potential.

Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies and provide feedback to the SENCo.

Assist in the use of data to effectively identify pupils who are seriously underachieving and where necessary create and implement effective plans of action to support those pupils.

Be able to understand individual behavioural needs to ensure pupils' learning needs are met.

Promote good pupil behaviour and wellbeing, dealing promptly with conflict and incidents in line with school policy, encouraging pupils to take responsibility for their own behaviour in order to maintain required standards of discipline and pupils' wellbeing, health and safety, and keep accurate records of these discussions.

Be familiar with, and comply with a full range of school policies and procedures relating to child protection and safeguarding, health and safety, security and confidentiality, reporting all concerns to an appropriate person to ensure pupils' wellbeing.

Be prepared to learn how to administer screening programmes to students and assist in the creation and distribution of reports for parents, keep accurate records of screens and ensure staff are kept informed. Be aware of the JCQ guidelines for access arrangements and the role screening provides within school procedure in gaining evidence for these arrangements.

Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.

Undertake any other reasonable duties as may be deemed necessary by the line manager/and or Headteacher.

May 2019