

Saint George's Church of England School

Role Profile	Teaching Assistant
Reports To	Curriculum Leader for Inclusion (SENCO)
Job Purpose	To support pupils within a specific department or across departments, ensuring access to the curriculum. To support class teacher.
Accountabilities	<p>The post holder will be expected to undertake the following broad accountabilities:-</p> <ul style="list-style-type: none"> • To participate in the planning of a range of activities for a small group of pupils. • To assist in preparation and adaptation of teaching materials, equipment etc. which facilitates pupils' access to the curriculum. • To assist in the preparation of the classroom, the reception of pupils, the organization of materials and the checking and clearing of equipment. • To assist teaching staff in delivering their lessons to identified students ensuring progress is made • To assist in meeting the students' needs for encouragement and reassurance. • To attend to the students' personal requirements and physical care on a daily basis and encourage independence at all times. • To implement procedures for the monitoring, assessment and recording of the pupils' progress • To contribute where appropriate to any multi-disciplinary discussions of the pupils' needs/progress, to contribute to informal reviews and annual reviews. • Provide support for pupils outside of the classroom to enable them to fully participate in activities • Work with other professionals from outside of the school • Support students with emotional or behavioural problems & help develop their social skills • Support and implement specific programmes of study within small groups of targeted pupils. • To undertake additional responsibilities within the department.
Knowledge and skills	<ul style="list-style-type: none"> • Principles and practices of effective teaching and learning. • Knowledge and strategies to address barriers to learning. • Knowledge of record-keeping systems and procedures. • Principles and practices of monitoring/assessment/evaluation. • Knowledge of various external agencies which provide support services to students (and their families) • Educated to NVQ level 2 or equivalent. • Good communication and team working skills. • Experience of working with young people.

Personal Qualities

The post holder should possess the following personal qualities:

- Ability to build and sustain effective working relationships with a wide range of stakeholders and external partners
- Ability to demonstrate enthusiasm and sensitivity while working with others
- Ability to make considered decisions
- To be creative, flexible and innovative
- To promote a well-reasoned educational philosophy in relation to the school ethos
- To be encouraging and supportive in the development of others
- To be emotionally self-aware
- To have high personal aspirations and inspire the same in all members of the school community
- To demonstrate a high level of integrity, honesty and fairness
- Readiness to reflect on, evaluate and improve practice
- Humour, warmth and energy