



# *Hope View School*

## *Additional Educational Needs Provision*

Station Approach, Chilham, Canterbury, Kent CT4 8EG

Telephone: (01227) 738000 Fax: 01227 733465

email: [contact@hopeviewschool.co.uk](mailto:contact@hopeviewschool.co.uk)

[www.hopeviewschool.co.uk](http://www.hopeviewschool.co.uk)

### **Teaching Assistant Job Description**

**Post:** Teaching assistant

**Responsible to:** Senior Teaching Assistant and Class Teacher

#### **Planning & Expectations**

Working within school policies and procedures to:

- Prepare classroom as directed for lessons and clear afterwards
- Assist in the display of pupils work
- Promote equal opportunities for all pupils
- Contribute to the planning of opportunities for pupils to learn which may include out-of-school contexts in accordance with school policies and procedure
- To assist the teacher in the planning and development of work programmes, work activities and support programmes for pupils
- Assist in the preparation of teaching resources/materials
- Help to implement lesson plans
- Provide constructive feedback to the pupil and teacher (both verbal and written)

#### **Monitoring & Assessment**

- Assist the Teacher in evaluating pupils' progress
- Monitor pupils responses to learning tasks, participation and progress, providing constructive feedback to pupils, supporting them as they learn
- Record pupils' responses to tasks and participation etc and provide constructive feedback
- Contribute to maintaining records of pupils progress

#### **Teaching and Learning Activities**

- Communicate effectively and sensitively with pupils to support their learning
- Promote and support the inclusion of all pupils in learning activities
- Use behaviour management strategies in line with the school's policy and procedures which contribute to a purposeful learning environment
- Advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes under the supervision and direction of the teacher.
- Recognise and respond effectively to equal opportunities issues as they arise, including challenging stereotyped views and by challenging bullying and harassment, following relevant policies and procedures.
- To assist with the supervision of, and encourage good behaviour, amongst pupils
- Organise and manage safely the learning activities, the teaching space and resources
- To work with individuals or small groups under the supervision of the teacher which may be carried



Headteacher: Mrs C Lorne

Deputy Head: Mr M Lorne

out in the classroom or outside the main teaching area

- To implement agreed work programmes with individuals or groups in or out of the classroom.

### **Professional Values & Practice**

- Have high expectations of all pupils and promote and reinforce pupils self esteem
- Respect pupils' social, cultural, linguistic, religious and ethnic backgrounds
- Be committed to raising the educational achievement of pupils
- Build and maintain successful relationships with pupils, treating them consistently, with respect and consideration and to be concerned for their development as learners
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils
- Work collaboratively with colleagues to meet the needs of all pupils
- Carry out all aspects of the role effectively and to seek help and advice when necessary
- Liaise sensitively and effectively with parents, carers, and outside agencies recognising their roles in pupil's learning
- Continually seek to improve own practice, including through observation, examination and discussion with colleagues and seek advice or guidance as necessary

### **General**

- Maintain a safe environment for pupils, staff and visitors to the school
- Meet and communicate with parents as necessary and as directed by the Head Teacher
- Supervise pupils off site on school trips and other external visits
- Provide welfare support for pupils

### **Additional Duties**

Any other duties which reasonably fall within the purpose of the post, and which may be allocated by the teacher. This may include:

- Collecting money
- Chasing absences,
- Preparing class lists
- Record keeping and filing
- Producing classroom displays
- Stock taking
- Supporting incoming pupils on work experience placements at the school
- Responding to IT malfunctions by carrying out basic checks and where necessary requesting appropriate technical assistance,
- Collating pupil reports
- Analysing attendance figures
- Administering and invigilating examinations
- Any other duties as directed by the teacher that are commensurate with the responsibilities of the role.

**Job purpose:** to support pupils in all aspects of education where necessary and to assist in the day to day running of the school as required.



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## **Duties**

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

- To support the teacher in the smooth and effective running of the class
- To consistently promote positive values, attitudes and behaviour
- To support all pupils in their learning and development, in small groups or with individual pupils as directed, treating them with respect and consideration
- To have high expectations of all pupils' achievement and a commitment to raising educational standards
- To encourage all pupils to participate in all aspects of school life
- To encourage the social and emotional development of pupils
- To work effectively with individual pupils and small groups under the direction and supervision of a qualified teacher
- To help pupils to become more independent
- To promote the inclusion and acceptance of all pupils
- Attend planning and preparation meetings as required (these may take place out of school hours)
- To work collaboratively with colleagues as part of a professional team