

Job Description

Teaching Assistant

Location

St Marks Academy

Contract term

1 Year Fixed Contract expiring 31st August 2021

Full time/term time

Term Time 35 hours per week 39 weeks per annum

Pay range

Scale 3 Point 5-6

Reporting to

Director of Inclusion & SENCO

Overall Purpose

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom

Support for Pupils

Use specialist (curricular/learning) skills/training/experience to support pupils

Assist with the development and implementation of IEPs

Establish productive working relationships with pupils, acting as a role model and setting high expectations

Promote the inclusion and acceptance of all pupils within the classroom

Support pupils consistently whilst recognising and responding to their individual needs

Encourage pupils to interact and work co-operatively with others and engage all pupils in activities

Promote independence and employ strategies to recognise and reward achievement of self-reliance

Provide feedback to pupils in relation to progress and achievement

Support for Teachers

Work with the teacher to establish an appropriate learning environment

Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate

Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives

Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence

Be responsible for keeping and updating records as agreed with the teacher, SENCO and/or Head of EAL - contributing to reviews of systems/records as requested

Undertake marking of pupils' work and accurately record achievement/progress

Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour

Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed

Administer and assess routine tests and invigilate exams/tests

Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.

Production of lesson plans, worksheet, etc. where necessary.

Support for the Curriculum

Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs

Implement local and national learning strategies e.g. literacy, numeracy, KS3 and make effective use of opportunities provided by other learning activities to support the development of relevant skills

Support the use of ICT in learning activities and develop pupils' competence and independence in its use

Help pupils to access learning activities through specialist support

Determine the need for, prepare and maintain general and specialist equipment and resources

Supervision of Students

To ensure the safety and wellbeing of the pupils at your designated duty area.

Undertake supervision duties as allocated, which may take place before, during and after school including break and lunchtime.

Supervise pupils, either inside or outside of the school building, being especially vigilant as to the health, safety and security of the pupils within their care, and in accordance with the Behaviour Policy.

Ensure good behaviour and safe conduct of pupils by maintaining good order and discipline, dealing as appropriate (including restraint) with all incidents of disorder that any disruption is minimised.

Other

Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person

Contribute to the overall ethos/work/aims of the school

Appreciate and support the role of other professionals

Attend relevant meetings as required

Participate in training and other learning activities and performance development as required

Treat all users of the school with courtesy and consideration

Present a positive personal image, contributing to a welcoming school environment which support equal opportunities for all

Comply with health and safety policies and procedures at all times and undertake risk assessments as appropriate.

Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times.

To show a record of excellent attendance and punctuality.

To adhere to the Academy's Dress Code & Staff Code of Conduct.



Notes

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this description.

The Academy expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities

Staff in schools' work subject to statute and many policies and procedures. The post holder will be expected to become familiar with these and work in accordance with them.

Signed..... (Post Holder) Date.....

Signed..... (Principal) Date.....`