

ABBEY SCHOOL

Teaching Assistant- Teaching & Learning

JOB DESCRIPTION

BAND: D Term time only 36 hours

HOURS: 8.15am - 3.45pm Mon, Tue, Thur, Fri 8.15-4.45 Wednesdays. = 36hrs

RESPONSIBLE TO: Senior Leadership Team

Core Purpose:

To work under the direction and instruction of appropriate teaching staff to support access to learning for pupils and enable their progress. To provide general support in the management of pupils and the classroom.

You will be committed to safeguarding and promoting the welfare of children, young people and adults (DBS checks are compulsory).

Duties and Responsibilities:

Support for Students

- Supervise and support students, ensuring their safety and full access to learning.
- Establish good relationships with students, acting as a role model and responding appropriately to individual needs.
- To encourage students to learn as independently as possible taking into account their difficulties and any individual learning, language development or behaviour targets.
- Encourage students to interact positively with others and engage in learning activities.
- Support the students to apply the strategies outlined in their IEP.
- Engage students in a range of programmes and interventions and help them to evidence their learning
- Assist with the development and implementation of Individual Education /Support/Mentoring plans.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress, achievement, behaviour and attendance.
- Attend to pupils' personal needs and provide advice to assist in their social, health & hygiene development.
- Participate in comprehensive assessment of pupils to determine those in need of particular help, specifically in regards to their social conduct.
- Develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils.

- Promote the speedy/effective transfer of pupils across phases/integration of those who have been absent.
- Challenge and motivate pupils, promote and reinforce self-esteem.
- To support/lead activities for students at break and dinnertimes, in accordance with contractual hours.
- To undertake duties at breaks times as directed (contracted working hours include paid time for breaks)

Support for Teaching Staff

- Be aware of students' problems/progress/achievements/targets and report to the teacher as agreed.
- To facilitate an accurate handover of information and student targets □ Undertake student record keeping as requested.
- Support the teacher in managing student behaviour, reporting difficulties as appropriate.
- Gather/report on information from/to Parents/Carers as directed.
- Classroom observations to support the development of IEPs
- Actively discuss student needs and profiles with relevant staff
- Monitor student progress using available data and observation
- To regularly appraise students work in order to gain appropriate accreditation or qualification
- To work alongside teaching staff and facilitate an accurate handover of information and student targets.
- Work with the teacher and other staff in evaluating and adjusting lessons/work plans as appropriate.
- Implement agreed work programmes/practical lessons under the guidance of the teacher. □ 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 maintaining and updating records, information and data as agreed with the teacher, contributing to reviews of systems/records as requested and producing analysis and reports as required.
- Promote and ensure health and safety, 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, or as directed.
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials.
- Provide general clerical/admin support, e.g. dealing with correspondence, compilation/analysis/reporting on attendance, exclusions etc, making phone calls, administer coursework, produce worksheets for agreed activities.

Support for the Curriculum

- Support students to understand instructions.

- Support students in respect of local and national teaching strategies, e.g. literacy, numeracy, as directed by the teacher.
- To regularly appraise students work in order to gain appropriate accreditation or qualification.
- Support students in using basic ICT as directed.
- Prepare and maintain equipment and resources for students as directed.

Support for School

- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Attend all relevant meetings on behalf of identified cohort
- Contribute to student review meetings
- Carry out the role of an appraiser as directed by the headteacher.

General

- Participate in training and other professional development as identified through the appraisal process.
- To be familiar and comply with all relevant Health and Safety, Child protection, Management of Risk, Operational, Personnel, Data Protection and Financial Regulations, policies and procedures.
- To identify risks within personal objectives, using resources effectively and efficiently and safeguarding assets.
- To ensure equality of opportunity is afforded to all persons both internal and external to the school, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities, commensurate with the grade of the post, as may be reasonably assigned to them by the Senior Leadership Team