

JOB DESCRIPTION

SCHOOL: THOMAS ASHTON SCHOOL

JOB DESIGNATION: TEACHING ASSISTANT LEVEL 3

GRADE: APT&C POINTS 24 - 28

POST OBJECTIVE/S:

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.

To supervise, within a school cover supervision policy, whole classes occasionally during the short term absence of teachers, to maintain good order and to keep pupils on task.

MAIN DUTIES AND RESPONSIBILITIES

SUPPORT FOR PUPILS
<ul style="list-style-type: none">• 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 THE TEACHER
<ul style="list-style-type: none">• 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, 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.

SUPPORT FOR THE CURRICULUM
<ul style="list-style-type: none"> • Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs • Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years 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
SUPPORT FOR THE SCHOOL
<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop • Contribute to the overall ethos/work/aims of the school • Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils • Attend and participate in regular meetings • Participate in training and other learning activities as required • Recognise own strengths and areas of expertise and use these to advise and support others • Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate • Undertake planned supervision of pupils' out of school hours learning activities • Supervise pupils on visits, trips and out of school activities as required • Thomas Ashton School is committed to safeguarding and promoting the wellbeing of all children and expects all staff to share this commitment.

DIMENSIONS:

Supervisory Responsibility:	The job may involve the demonstration of duties to support and train new employees or trainees.
Financial Responsibility:	Responsible for handling and processing small amounts of monies (up to a maximum of £50 per day).
Resource Responsibility:	Responsible for the use of equipment and related stocks and supplies.
Physical Effort:	Some degree of physical effort required at frequent intervals, including standing, walking, lifting, carrying and working in awkward positions (including the restraint and assisting with the mobility of children).
Working Environment:	Required to work outside and may be exposed to abuse due to challenging behaviours.