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| Stockport Council    **Job Description** | |
| Job Title: Teaching Assistant (Level C2)    **Department:**  **Directorate:** Children & Young People | **Vacancy Number:**  Salary Grade: Scale 3 points 5-6 |
| **Post Reports to:** Headteacher  **Post Responsible for:** No responsibility for staff | |
| **Main Purpose of the Job:**  To support teaching & learning activities across the school, to provide cover for whole classes. | |
| **SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:**  **Major Duties and Responsibilities:**   1. To work under the guidance of teaching / senior staff to implement agreed work programmes 2. To assist the teacher in the planning cycle and the management & preparation of resources 3. To provide support for teaching staff across the school in an appropriate learning environment 4. To assist with the integration of pupils with special educational needs and/ or supporting a small group or on an individual basis within the classroom or on a withdrawal basis 5. To provide cover for whole classes 6. To be an integral part of the school, working in close partnership with all staff   **Job Activities:**  **Planning**  To assist with the development and implementation of Learning Plans  To work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate  **Monitoring and Assessment**   1. To provide feedback to pupils in relation to progress and achievement 2. To monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives 3. To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested 4. To undertake marking of pupils’ work and accurately record achievement/progress 5. To liaise sensitively and effectively with parents or carers as agreed with the teacher within your responsibility and participate in feedback sessions or meetings with parents with, or as directed   **Teaching and Learning / Cover Supervision**   1. To provide cover for whole classes supervising work set in accordance with the school’s policy. 2. To maintain order in class and keep pupils engaged. 3. To respond to questions and generally assist pupils to undertake set activities 4. To support, assist and supervise children in or outside classes under the direction of the teacher. 5. To deal with any problems or emergencies according to the school’s policies and procedures. 6. To collect any completed work after the lesson and return it to the appropriate teacher. 7. To report back as appropriate using the schools agreed referral procedures on the behaviour of pupils during the class and on any issues arising. 8. To provide assistance, as required, in the development of learning resources within the school. 9. To assist at break/lunchtime as required 10. To implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs 11. To implement local and national learning strategies e.g. literacy, numeracy, Early Years and make effective use of opportunities provided by other learning activities to support the development of relevant skills 12. To support the use of ICT in learning activities and develop pupils’ competence and independence in its use 13. To help pupils to access learning activities through specialist support 14. To administer and assess routine tests and invigilate exams/tests   **General**   1. To encourage pupils to interact and work co-operatively with others and engage all pupils in activities 2. To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop 3. To provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc. | |
| This Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff within this area to share this commitment and to have understanding of the common core skills and knowledge.  To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.  To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.  To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account. | |