



# Holywell School

## Job Description

### Teaching Assistant



#### LIVE LIFE IN ALL ITS FULLNESS (John 10:10)

At Holywell, our vision is:  
 to be an outstanding Christian learning community  
 where everyone is valued as a unique individual  
 and where everyone feels safe.  
 We will aim to be the best we can possibly be,  
 to treat others as we wish to be treated  
 and to make a positive difference to our community and beyond.  
 We strive to be peaceful problem-solvers with open minds and hearts,  
 living God's love  
 and being kind.

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**JOB TITLE:** Teaching Assistant

**REPORTS TO:** Sendco and Assistant Sendco

**SALARY SCALE:** NJC Scale 2 point 4  
 (£16,969.37 p.a actual salary)

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#### **JOB DESCRIPTION**

You are required

- to be committed to the education and development of young people at Holywell School
- to be committed to safeguarding and to promoting the welfare of children and young people
- to act in accordance with the ethos, policies and practices of Holywell School
- to carry out duties with due regard to the School Code of Conduct, Safeguarding guidelines and Equal Opportunities requirements.
- + Main job description

#### **SPECIFIC RESPONSIBILITIES**

##### **DUTIES OF THE POST:**

- A. To support the Pupils
- B. To support the Teacher
- C. To support the School

##### **A. Supporting the Pupil(s)**

Taking into account the special needs involved, to aid the pupil(s) to learn as effectively as possible both in group situations and independently within the classroom and with withdrawn groups / individuals.

- To develop an understanding of the specific needs of the pupil(s) concerned, drawing on knowledge of various forms of special needs.
- To aid the pupil(s) to learn as effectively as possible both in group situations and on his/her own by, for example:
  - clarifying and explaining instructions
  - ensuring the pupil is able to use equipment and materials provided
  - motivating and encouraging the pupil(s)
  - assisting in areas of weakness e.g. behaviour, language, spelling, reading, handwriting and presentation
  - helping pupils to concentrate on and finish work set
  - meeting physical and emotional needs as required whilst encouraging independence
  - liaising with teachers, SENDCo, Assistant SENDCo and EAL Co-ordinator to devise complementary learning activities
  - developing appropriate resources to support the pupil(s) - assisting in writing and delivery of Student Profiles
- To establish a supportive relationship with the pupil(s)
- To develop methods of promoting and reinforcing the pupils' self-esteem
- To run intervention groups to support pupils' learning and progress

#### **B. Supporting the Teacher(s)**

- To assist the teacher(s) and other professionals as appropriate, in the development of a suitable programme of support (Student Profiles) for the pupil(s) with special needs.
- To be aware of the modifications required for the lessons and the resources required.
- To provide regular feedback about the pupil to the teacher and maintain a record of the pupils' progress.
- To assist with the differentiation of work and advise on strategies which will help to achieve the targets on the Student Profiles
- To participate in the evaluation of the support programme

#### **C. Supporting the School**

- To develop a knowledge and understanding of the statutory requirements and regulations of the National Curriculum and the SEND Code of Practice.
- To contribute to the reviews of the pupils' progress and attend Annual Review Meetings
- To attend relevant in-service training
- To liaise, advise and consult with the other members of the pupils' support team, when asked to do so.
- Where appropriate, to develop a relationship to foster links between home and school.

- To follow school procedures and practice to protect confidentiality in dealing with pupils and families
- To undertake first aid as and when necessary and provide first aid support on school trips
- To cover a 30-minute daily lunchtime supervision duty
- To undertake any other duties of a similar level and responsibility as may be required from time to time.

The postholder must at all times carry out his/her job responsibilities with due regard for Equal Opportunities.

This post is subject to Enhanced Criminal Records Disclosure.

### **GENERAL EXPECTATIONS**

- support and uphold the Christian ethos of the School
- demonstrate the school values\* in action
- establish a happy, safe and stimulating learning environment for students, rooted in mutual respect
- set goals that stretch and challenge students of all backgrounds, abilities and dispositions
- demonstrate consistently the positive attitudes, values and behaviour which are expected of students.
- have a sympathetic understanding of children's needs in this school environment
- attend to personal professional development to ensure keeping abreast of national, local and school initiatives and best practice
- ensure that the regulations and procedures relating to Health & Safety, are followed, taking responsibility for the safety, welfare and discipline of students within the learning environment.
- carry out a share of supervisory duties in accordance with published rotas
- participate in appropriate meetings with colleagues and parents relative to the above duties
- use relevant equipment/ICT packages (e.g. MS Office, SIMS, E-mail)
- keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for students
- support Learning Support Assistants with day to day issues
- ensure effective communication with all colleagues (teaching and support staff)
- share talents, skills, ideas and enthusiasms for the benefit of the whole school and be ready to accept responsibilities that extend beyond the classroom.

\* **The Holywell Values** (The important things which drive our vision and which underpin our ethos)

Appreciation, Compassion, Courage, Creation, Empathy, Endurance, Equality, Fellowship, Freedom, Friendship, Forgiveness, Happiness, Honesty, Hope, Humility, Joy, Justice, Kindness, Love, Patience, Peace, Respect, Responsibility, Reverence, Self-Esteem, Sense of Community, Service, Simplicity, Thankfulness, Thoughtfulness, Tolerance, Trust, Wisdom.