

## **Job Description – Teaching Assistant**

**Reports to:** SEND Support Lead

### **Purpose of the post:**

Provide support to the teacher(s) in class to enable students to access the curriculum by giving help with basic skills, create an inclusive environment and promote independence. Make a positive contribution to the achievement of the school's aims and support its CHARACTER values.

### **Core Responsibilities**

- Modify the tasks set for students, with the teacher's approval.
- Help students undertake activities set by the teacher or in a nearby withdrawal situation.
- Work with students who have been withdrawn to the Edison Centre.
- Keep records of their interaction with students using the Student Passport (SP) tracker.
- Accompany the class teacher on educational visits where appropriate, helping in the supervision of the students.
- Liaise and communicate with teaching staff to discuss planning and differentiation.
- Work under the guidance of the class teacher in the planning and implementation of work programmes with individuals or groups of students or the whole class to promote effective teaching and learning.
- Provide general support to the class teacher in the management and organisation of the student and the classroom.
- Assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment.
- Promote the inclusion of all students, ensuring they have equal opportunities to learn and develop.
- Responsible for promoting and safeguarding the welfare of children and young people within the school.
- Promote and support students to become independent learners.

### **Student support**

- Support working relationship with the students, acting as role model and setting high expectations.
- Support students learning in the most effective way.
- Support students with special educational needs through the delivery of specific learning programmes and to contribute to setting Student Passport (SP) targets and SP reviews.
- Encourage students to interact and work co-operatively, ensuring all students are engaged in activities.
- Provide support in the delivery of the Primary National Strategy Literacy and Numeracy.

### **Teacher support**

- Work closely with the teacher to assist in the planning, development and delivery of all areas of the curriculum.

- As required, to prepare the classroom/outside areas for lessons, ensuring that resources and equipment are available and cleared away at the end of the lessons as appropriate.
- Observe, monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies determined by the teacher and tracking using the SP tracker.

### **School support**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, SEND/Inclusion and data protection, reporting all concerns to the appropriate named person.
- Attend relevant meetings and participate in training opportunities and professional development as required.
- Provide support for students' emotional and social needs by encouraging and modelling positive behaviour in line with school policy.
- Accompany teaching staff and students on visits, trips and out of school activities as required within contracted hours and to take responsibility for students under the supervision of the teacher.
- Assist with the general pastoral care of students, including helping students who are unwell, distressed or unsettled.
- Assist in the training and development of staff.
- Adhere to school health and safety policy including risk assessment and safety systems.
- Adhere to school policy on equality and diversity.

### **Curriculum support**

- Assist in the development of basic Literacy, Numeracy and ICT skills and support the use of these learning activities as directed by the class teacher.
- Help adapt and plan the development of resources necessary to lead learning activities, taking into account students' interests, language and cultural backgrounds.
- Undertake broadly similar duties commensurate with the level of the post as required by the Assistant Head.

### **Other Responsibilities**

- Develop and maintain positive relationships with colleagues, key staff and stakeholders.
- Respect and promote the school's ethos and character values.
- Participate in the staff review and development appraisal process.
- Any other appropriate tasks as delegated by the Assistant Head – Inclusion/Edison Centre Manager.

Denefield School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. It is a requirement for the successful applicant to undertake a school issued enhanced Disclosure and Barring Service check and accept the responsibility for providing and safeguarding the welfare of all students.