

Range High School

Job Description

Post Title: Teaching Assistant

Grade: Level 2

Reporting to: Associate Special Needs Co-ordinator

Main Purpose

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Main Duties

Support for the pupil

- Establish good working relationships with pupils, acting as a role model.
- Be aware of and respond appropriately to individual pupils needs ensuring effective interaction.
- Provide specific support to pupils dependant upon their individual needs ensuring their safety whilst supporting access to learning activities.
- Promote inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.
- Provide assistance, when necessary, to pupils with their personal needs/requirements.

Support for the teacher

- Provide minimal clerical/administration support (e.g. photocopying, filing, collecting money etc.)
- Assist with the display of students' work.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
- In liaison with the teacher, utilise strategies to support pupils in achieving learning goals.
- Report pupil achievements, progress and issues as appropriate in agreed format.
- Undertake pupil record keeping as requested.
- Administer routine tests and invigilate school and external examinations.
- Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.
- Establish constructive relationships with parents/carers.

Support for the curriculum

- Support the delivery of structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles.
- Support the delivery of literacy/numeracy and other programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher.

- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/ relevant learning activities and assist pupils in their use.

Support for the school

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person as named in the policy.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the school ethos, aims and development/improvement plans.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities as required.
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

General

1. This job description is a representative document. Other reasonable duties may be allocated from time to time commensurate with the general character of the post and its grade.
2. All duties must be carried out in a courteous and professional manner.
3. The conditions, purpose and duties outlined in this job description also apply to any overtime period.
4. The post holder shall devote his/ her whole working time to the services of the school. During working hours he/ she shall not be absent from the school premises without permission. This condition also applies to any arranged overtime.
5. The post holder may be privy to confidential information and is required to maintain confidentiality at all times.
6. All staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.
7. Range High is an equal opportunities employer.

Special Conditions

1. In accordance with the Criminal Justice and Court Services Act 2000, the successful candidate must be able to obtain satisfactory enhanced criminal record disclosure in order to be appointed to the post.

Prepared by: Andy Pritchard, Resources Director

Date: January 2018