



St. John's Church of England Middle School



Job Description

Post:	Teaching Assistant Grade 2 To work as part of the staff team by supporting the classroom teachers particularly with regard to English and Maths. To deliver some aspects of teaching and learning and to become part of the cover supervision after appropriate training and support.
Scale Point:	5 - 6
Responsible to:	Headteacher
Line Manager:	SENCo/SEN Lead Officer

Main Purposes of the Job:

- To support the classroom teacher with their responsibility for the development and education of children, including those with special physical, emotional and educational needs.
- To support the extended services manager in delivering high quality before and after school care if required.
- To work under the guidance of teaching/senior staff, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the management/preparation of resources.
- To cover occasionally if required with another Teaching Assistant in case of staff absence

Main Responsibilities and Tasks:

Under the direction of and within an educational plan provided by the classroom teacher the Teaching Assistant may:

SUPPORT FOR PUPILS

- Use specialist (curricular/learning/behavioural management) skills/training/experience to support pupils.

- Assist with the development and implementation of learning plans, one page profiles and provisions where appropriate.
- 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

- Work with the teacher to establish an appropriate learning environment.
- Communicate with the teacher with regard to lesson planning and evaluating and adjusting lessons/work plans as appropriate.
- Evaluate pupils' responses to learning activities through observation.
- Provide feedback and written comments if required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Undertake marking of pupils' work if working with a group.
- 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.
- Administer and assess routine tests.
- Provide general clerical/admin. support, e.g. produce worksheets for agreed activities, organise displays etc.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

SUPPORT FOR THE SCHOOL

- 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.
- Attend and participate in meetings if required.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Supervise pupils on visits.
- Supervise pupils at lunchtime.

Other Duties:

- To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training activities.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy.

Notes:

- The Governing Body reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities Policy.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Signed.....
Postholder

Date.....

Signed.....
For and on behalf of St. John's CE Middle School Academy
GLR/JP – February 2016

Date.....