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JOB DESCRIPTION: TEACHING ASSISTANT

PAY SCALE: Point 6 of Support Staff Scale
(£9.67 per hour - equates to £13,580)

RESPONSIBLE TO: SENCo

WORKING HOURS: 32.5 per week/39 weeks per annum
(paid 43.19 weeks per annum)

HOLIDAY ENTITLEMENT: There are four weeks paid holiday plus bank holidays which must be taken during school holidays

JOB PURPOSE: To work under the direct instruction of teaching/senior staff in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

To contribute to the development of strategies and their implementation to ensure that pupils' individual needs are met and progress is made.

SUPPORT FOR PUPILS:

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Assist with the development, implementation and outcome of Individual Education Plans
- Supervise and support pupils ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate
- Undertake 1:1 and small group intervention sessions

SUPPORT FOR THE TEACHER:

- Prepare classroom as directed for lessons and clear afterwards
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed and ensure that the SENCo is also aware
- Undertake pupil record keeping as requested
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather /report information from/to parents/carers as directed
- Provide clerical/admin. Support e.g. photocopying, typing, filing etc.
- Administer and assess routine tests and invigilate exams/tests

SUPPORT FOR THE CURRICULUM:

- Support pupils to understand instructions
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, GCSEs, BTECs as instructed by the teacher
- Support pupils in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use
- To provide support to enable pupils to complete assignments / coursework and to prepare for exams

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 access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

EXPERIENCE:

- Working with or caring for children of relevant age

QUALIFICATIONS:

- Good numeracy/literacy skills
- Participate in development and training opportunities
- First aid training/training as appropriate

KNOWLEDGE/SKILLS:

- Appropriate knowledge of First Aid
 - Effective use of ICT
 - Use of other equipment e.g. video, photocopier
 - Relate well to children and adults
 - understanding classroom roles and responsibilities and your own position in these
 - Work constructively as part of a team in the classroom and within the learning support department
 - The ability to empathise with the needs of pupils, to be creative in facilitating achievement, raising self-esteem and promoting independence
 - To take responsibility for ensuring that intervention is effective and for liaison about intervention with others in the department
- The ability to communicate with pupils and with colleagues, both formally and informally