

## Job Description

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<b>Location:</b>	<b>Capella House School</b>
<b>Post title:</b>	Teaching Assistant
<b>Contract:</b>	Full Time – Term Time Only
<b>Grade:</b>	Scale 4 Point 09
<b>Hours of duty:</b>	36 per week
<b>Reports to:</b>	Class Teacher/Head of Centre/Headteacher

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### Purpose and Objectives of the Role

- To deliver excellent support to pupils to enhance learning under the direction of the teacher.
- To encourage pupils to become independent learners.
- To actively participate within the whole school team developing strong and positive relationships with staff and pupils.
- To provide educational, welfare and therapeutic support for pupils with a range of learning needs.
- To work as part of the staff team at the direction of the Headteacher or Head of Centre to support pupil's pastoral and learning needs.

### Duties and Responsibilities

- Assist the teachers to prepare the classrooms and clear up after use keeping the classroom in good order
- In conjunction with the teacher to proactively provide challenging learning opportunities.
- To help with the planning, preparing, monitoring and assessing of the learning activities.
- To implement strategies for teaching and learning differentiated to differing groups and pupils.
- To be familiar with pupil's individual targets, EHCP outcomes and individual lesson plans.
- To use initiative and proactively facilitate the progress, integration and inclusion of pupils.
- To supervise pupils at breaks and lunch

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- To accompany pupils on trips and outside learning
- Ensure the safety of pupils, staff and self using Team Teach
- Support pupils during integration opportunities or work experience placements
- Provide general admin support to the teacher
- In collaboration with the class teacher liaise with parents and other professionals, maintaining a professional approach at all times
- To be responsible for promoting and Safeguarding the welfare of pupils.
- To provide support for pupils' emotional and social development by encouraging and modelling positive relationships.
- To use ICT to support the teaching and preparing of resources
- To follow the schools behaviour policy to support pupils
- Following school procedures to attend to pupil's social, health, physical, behavioural and medical needs in accordance with individual pupils plans.
- Be aware of key school policies and procedures, especially the Health and Safety and Safeguarding Policies, reporting concerns to the appropriate person.
- Respect the confidentiality of pupil information and respond sensitively to pupils' needs.
- To proactively improve your own practice through observation, training and discussion.
- All staff to work towards the School Development objectives promoting a mutually respectful professional and positive school environment.
- No Annual leave to be taken in term time