

## **JOB DESCRIPTION**

<b>Title of job</b>	:	<b>Teaching Assistant</b>
<b>Location</b>	:	<b>Sir John Lawes School</b>
<b>Grade</b>	:	<b>H3</b>

The role is to provide a duty of care and support for students of all ages and abilities within the academy; in the classroom, with small groups and individually.

### **Duties and responsibilities**

- To offer assistance for the student within the classroom, to enable the student to participate in the lesson and develop knowledge, understanding and skills.
- To develop student's social skills by reinforcing appropriate behaviour.
- To supervise and assist withdrawn groups of students and individual students, as directed by the SENCO/INCO.
- To mentor individual groups of students and help to set targets.
- To establish positive relationships with students in order to raise their self-esteem and develop their confidence.
- To attend to students' personal needs, including social, health, hygiene, and welfare matters in order for the student to have full access to their learning experience and fulfil their potential.
- To attend to students' physical needs as required, whilst encouraging independence. This may include supporting a student in a wheelchair or supporting children whose mobility is restricted. Appropriate training will be provided, if necessary.
- To provide feedback to the SENCO/INCO regarding student progress and effectiveness of support.
- To liaise with parents, staff and external agencies, in consultation with the SENCO/INCO.
- To play an active role in the administrative duties within the faculty.

### ***Support for subject teachers:***

- To support in the delivery of the lesson and the management of the whole class.
- To provide support for students of all abilities by helping them to complete tasks set by the teacher.
- To liaise with subject teachers in order to develop an effective in-class support partnership.

***Support for the curriculum:***

- To assist in the production of learning materials.
- To develop an understanding of the requirements of the National Curriculum, relevant to the subject areas supported.

***Support for the school:***

- To attend appropriate meetings and in-service training.
- To be aware of and follow school policies and procedures.
- To understand and further the aims and ethos of the school.
- To be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.
- To be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidential and data protection; and report all concerns to an appropriate person.

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.