

### **Job Description**

<b>Post:</b>	Teaching Assistant
<b>Responsible to:</b>	Assistant Headteacher
<b>Salary scale:</b>	Scale 3 (£31,086 - £31, 530 pro rata term time only)
<b>Location:</b>	Haggerston School

### **Job Purpose**

To support the education and welfare of students as directed by class teachers, having due regard to the school's aims, objectives, schemes of work and policies, and relevant national requirements. To share responsibility for academic progress, well being and excellent conduct of all students.

### **Duties and Responsibilities**

1. To develop students' language, reading, numeracy and related skills as directed by class teachers
2. To assist in monitoring and recording the progress of individual students in accordance with school procedures, and reporting to class teachers
3. To give oral and written feedback to students on their attainment in order to promote further progress
4. To work with teachers to identify and respond appropriately to students' individual needs, assisting students in areas of specific difficulty
5. To assist the teacher in setting appropriate learning and behaviour expectations of students and supporting students appropriately to achieve these
6. To help create and maintain a purposeful, orderly and supportive environment for students' learning, ensuring that students are able to use equipment and materials provided
7. Present agreed learning tasks in a clear and stimulating manner to help maintain students' interest and motivation; to work with students individually and collectively by contributing to decisions about the most appropriate learning goals and strategies
8. Outside the classroom, to work with groups of students. The number of students included will reflect the nature of the task, the students concerned, the location involved and the length of time to be supervised. At all times a named teacher will have ultimate responsibility and be available to be called to give support and take appropriate decisions
9. To provide information that supports the preparation and review of Individual Education Plans and to action appropriate tasks from IEPs

10. Under the direction of appropriate professionals and after adequate training, to assist in meeting particular student's needs e.g. physical development, speech/language development, and medical needs identified in an approved care plan agreed by parents
11. After adequate training, to carry out welfare duties in relation to the physical and care needs of the students, including dressing, feeding and toileting if appropriate, whilst encouraging independence wherever possible
12. To help train students in the individual and collaborative study skills necessary for learning
13. To have responsibility for the care of resources, initiating changes where needed
14. To initiate and make suggestions by bringing forward ideas that contribute to your area of responsibility
15. To supervise students during breaks and/or lunchtimes if required
16. To maintain confidentiality at all times with regard to both supported students and the wider school
17. To take part in in-service training, relevant performance management arrangements and other meetings, as directed in normal contracted working hours; to be conversant with school policies and procedures
18. Other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required by the teacher/headteacher.
19. To help the class teacher to mark books and tests and to create differentiated tests where necessary
20. To ensure that you use correct literacy at all times and consistently and continually correct and improve the oral language and written spelling, punctuation and grammar of all SEND students
21. To carry out reading interventions with students ensuring that students pronounce words correctly and make progress with both understanding and reading ability
22. To support the class teacher with accurately assessing students' progress and ensuring that accurate data is recorded on the DPR and on trackers for the student you are supporting in lesson
23. To take responsibility for the progress of all the students that you support in class
24. To support the class teacher by circling the classroom supporting all types of students including all other students

These responsibilities and duties may be subject to variation, as the school's needs change at the reasonable discretion of the Headteacher.

This job description describes the way the post holder is expected and required to perform and complete particular duties. It does not form part of the contract of employment.