

Thames Learning Trust

Reading Girls School

Teaching Assistant

Responsible to:	Member of Senior Leadership
Salary	RG3 (7-11)
Hours	Term Time Only plus Inset Days

Main purpose of the job

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

Main Areas of Accountability

Teaching and Learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Model accurate use of Standard English in both written and oral work to support the development of children's language skills, intervening effectively when misconceptions occur
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons

Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

General

- To carry out various duties to assist with the provision of administrative services as directed
- Duties may be subject to change in order to meet the operations of the Trust

Safeguarding & Health & Safety

Thames Learning Trust is committed to adhering to the DFE guidance "Keeping Children Safer Education". It is the individual's responsibility to promote and safeguard the welfare of children and young people in the school. Satisfactory references, enhanced DBS clearance & social media check is required for this post. This post is exempt from the Rehabilitation of Offenders Act 1974. You are required to comply with the school's Health and Safety policy at all times.

Confidentiality

During the course of employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Thames Learning Trust. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.