



Teaching Assistant

Objectives of the role:

To work under the instruction/guidance of the SENCo:

- to undertake support programmes, to enable access to learning for students
- to assist the teacher in the management of students and the classroom.

Work may be carried out in the classroom or outside the main teaching area.

Support for Students

- Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Pupil Profiles
- Establish constructive relationships with students and interact with them according to individual needs
- Promote the inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to students in relation to progress and achievement under guidance of the teacher

Support for the teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work
- Use strategies, in liaison with the teacher, to support students to achieve learning goals
- Assist with the planning of learning activities
- Monitor students' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on students' achievement, progress, and problems through open dialogue with teachers, e-mail and support records as directed by the SENCo.
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of students' work
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use

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 students have equal 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 and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

(This job description is not intended to be exhaustive and it is expected that there will be other tasks to be agreed from time to time).

John Mason School is committed to Staff Development and to achieve this end all members of staff have an annual Staff Development interview with a colleague to look back over the past 12 months, review work and training needs and to look forward and plan personal development for the forthcoming 12 months.

All non-teaching employees are subject to a probationary period of 6 months. Employees are expected to prove their suitability for the job within their probationary period in terms of both conduct and competence.

Hours: 2 days per week (8.30 a.m. – 3.15 p.m.), term time only plus two INSET days in September

Grade: 4

*Ref: Teaching assistants general Level 2
National Joint Council for Government services "The Way Forward"*

March 2018

JOHN MASON SCHOOL

Teaching assistant: Person Specification

Experience	Working with or caring for children of relevant age	<i>Essential</i>
Qualifications/ training	Good literacy and numeracy skills	<i>Essential</i>
	Completion of DfES Teacher Assistant Induction Programme	<i>Desirable</i>
	NVQ 2 for Teaching Assistants or equivalent qualifications or experience	<i>Desirable</i>
	Training in relevant learning strategies e.g. literacy	<i>Desirable</i>
	First aid training as appropriate	<i>Desirable</i>
Knowledge/ Skills	Effective use of ICT to support learning	<i>Essential</i>
	General understanding of national curriculum and other basic learning programmes/strategies	<i>Desirable</i>
	Basic understanding of child development and learning	<i>Essential</i>
	Understanding of relevant policies/codes of practice and awareness of relevant legislation	<i>Desirable</i>
	Ability to self-evaluate learning needs and actively seek learning opportunities; willingness to participate in development and training opportunities	<i>Essential</i>
	Ability to relate well to students and adults	<i>Essential</i>
	Ability to work consistently as part of a team, understanding school roles and responsibilities and your own position within these	<i>Essential</i>
	A positive, can-do attitude	<i>Essential</i>
	Flexibility	<i>Essential</i>
	Initiative.	<i>Essential</i>
	Respect for the state education system and all those who work so hard to make John Mason a thriving school	<i>Essential</i>