



JOB DESCRIPTION

1.	INTRODUCTION	
1.1	NAME OF POST HOLDER:	
1.2	Post Title:	TEACHING ASSISTANT
1.3	Post Purpose:	The postholder will work under guidance and the overall supervision of teachers to assist and support teaching and learning. Work may be carried out with individuals or groups in the classroom or outside.
1.4	Reporting to:	SENCO
1.5	Responsible for:	Teaching Assistant support.
1.6	Liaising with:	Teaching staff.
1.7	Working Time:	30 hours a week term time only. 8.15am - 3.15pm Monday -Friday
1.8	Salary/Grade:	New Scale Point 5 - 6 pro rata
1.9	Disclosure level	Enhanced

2.	Responsibilities	
	Teaching Assistant	
2.1	To pupils:	Support individual or groups of pupils during independent/group work (explain tasks / reinforce key objectives, concepts or vocabulary/using practical apparatus/support to less able pupils/ extend and challenge the more able, assist in keeping pupils on task, interested, motivated and engaged), responding to their individual needs as appropriate.
		Occasional support to whole classes for short periods of time (less than 1 hour)
		Using specialist skills, knowledge, training, experience to provide support to pupils in specialist areas as appropriate (e.g. SEN, literacy, numeracy, EAL, early years etc). Assist with the development and implementation of individual education/behaviour plans.
		Establish productive working relationships with pupils, acting as a role model and setting high expectations. Promote the inclusion and acceptance of all pupils within the classroom, encourage them to interact and work co-operatively with others and engage all in activities.
		Support within tutor time
		Support pupils consistently whilst recognising and responding to their individual needs Promote independence and the development of self-esteem. Monitor and provide for the care, safety and welfare of pupils



2.2

To teachers:

Be actively involved in the day-to-day management of the learning environment, including responsibility for the care and preparation of teaching aids, equipment, materials.

Assist with lesson/activity planning, delivery and evaluation.
Support at parents evenings, where appropriate.

Monitor individual/group achievements, progress and responses to learning activities and objectives and provide feedback to the teacher. Contribute to the assessment of pupils by teachers through observation and reporting. Record information relevant to the assessment and review of pupils' progress.

Undertake marking of pupils work (e.g. tests, multiple choice questions, spelling).
Support the implementation of strategies to manage pupil behaviour and help manage pupil behaviour.

Undertake admin tasks as appropriate, e.g. produce worksheets for agreed activities, support controlled assessment.

2.3

For the curriculum:

Contribute to curriculum planning and evaluation and assist in implementation.

Assist in the introduction to the lesson and interact with the teacher and pupils as required. Undertake agreed learning activities/teaching programmes, adjusting activities according to pupil responses. Support the use of ICT in learning activities and develop pupils' competence and independence in its use. Attend curriculum meetings throughout year.

3. STAFFING:

- 3.1 To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- 3.2 To continue personal development in the relevant areas including subject knowledge and teaching methods.
- 3.3 To engage actively in the Performance Management Review process.
- 3.4 To work as a member of a designated team and to contribute positively to effective working relations within the school.

4. COMMUNICATIONS & LIAISON:

- 4.1 To communicate effectively with Heads of subjects, associate staff and Leadership group.
- 4.2 To follow agreed policies for communications in the school.

5. SCHOOL ETHOS:

- 5.1 To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- 5.2 To support actively the school's corporate policies.
- 5.3 To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.



STUDLEY HIGH SCHOOL

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6. SIGNATURES:

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed
[Associate Staff]

Signed
(Headteacher)

Dated
[Associate Staff]

Dated
(Headteacher)