



**CORLEY CENTRE**

## **JOB DESCRIPTION**

### **GRADE 4 TEACHING ASSISTANT**

#### **JOB PURPOSE:**

- To work under the guidance of the Deputy Headteachers and Assistant Headteacher and within an agreed system of responsibility and accountability, to implement agreed work programmes/intervention strategies with individuals and groups of students, both in and outside the classroom
- To ensure that supporting students' learning, personal development and wellbeing is your first concern
- To assist students to achieve the highest possible levels of academic and personal attainment
- To participate in the school's self evaluation procedures, including in the evaluation of the impact of your own interventions and work programmes
- To act with honesty and integrity
- To be self-critical and respond in a professional manner to feedback on performance
- To forge positive professional relationships

#### **OUTLINE RESPONSIBILITIES AND TASKS**

##### **Under the direction of the subject teacher:**

- Support and/or supervise the teaching activities of individuals or groups of students to ensure their safety
- Use appropriate skills to undertake those activities necessary to meet the physical and emotional needs of individuals and groups of students, including those pupils with special educational, physical or emotional needs.
- Understand the learning objectives, content and intended outcomes for the learning activities in which students are involved and support in monitoring student progress.
- Promote positive behaviour. Model high level social and communication skills and give appropriate support when needed.
- Contribute to the de-escalation and management of challenging behaviour in children and young people, modelling a consistent approach.
- Assist the subject teacher in the planning and implementation of strategies to support students in accessing the curriculum in accordance with their Special Educational Needs.

## **RESPONSIBILITIES AND TASKS MAY INCLUDE SOME OF THE FOLLOWING:**

1. Assist the teacher with the planning of learning activities, preparing or modifying work for individuals or group of students as required
2. Develop and adopt strategies to support students to achieve learning goals, both academic and personal
3. Establish constructive relationships with students, providing feedback to them in relation to progress and achievement
4. Prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom
5. Undertake supervision and discipline of students within the procedures of the school, providing detailed and regular feedback as appropriate
6. Promote student independence in developing social and communication skills, reinforcing the students' self-esteem through praise and encouragement by setting challenging expectations
7. Ensure that students are able to safely use equipment and materials provided
8. Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists
9. Assist the teacher in liaising with other professional staff and reporting information from/to parents/carers, contributing to meetings to discuss a specific student's progress as appropriate.
10. Assist the teacher with the administration of baseline tests
11. Support the use of ICT in learning activities and develop students' safety, competence and independence in its use
12. Prepare/clear the classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of students' work
13. Provide support to the classroom teacher by undertaking photocopying, filing, recording and general administrative duties
14. Assisting with the identification and monitoring of students' general health, welfare and safeguarding
15. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns in line with school policies
16. Demonstrate understanding of and contribute to the ethos of the school
17. Assist with the supervision of students outside of lesson times, including before and after school and during lunch and break time, in line with duty rotas

18. Assist with group activities within and away from the classroom/school, such as PE lessons and educational visits
19. Participate in personal and professional development activities to meet the changing demands of the role and encourage and support other staff in their development and training
20. Attend and participate in relevant meetings as required
21. Assist the subject teacher in supporting volunteer helpers or student teachers in the classroom
22. Participate fully in any other duties and responsibilities within the range of the salary grade

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)

#### NOTE

There is no requirement for a Teaching Assistant to attend for work outside the contractual hours of work. Any attendance of a Teaching Assistant at an activity outside the contractual hours of working, will be subject to prior mutual agreement between the Teaching Assistant and Headteacher (or Deputy Headteacher/Assistant Headteacher acting on the Headteacher's behalf). This will include the basis upon which attendance will be undertaken i.e. time off in lieu or paid time at the appropriate rate.

If an individual attends an out of school activity in a purely voluntary capacity, such an arrangement will be dealt with as an entirely separate matter.

**Responsible to: Deputy Headteacher**

**Date Reviewed: July 2017**