

SIR ROBERT GEFFERY'S SCHOOL

Job Description - Teaching Assistant

Responsible to: Head teacher, Class Teacher

Liaises with: SENDCO, Assistant Head

School Ethos

At Sir Robert Geffery's School we ensure that through our school vision, values, rules, diverse curriculum and teaching we promote tolerance and respect for all cultures, faiths and lifestyles. The governing body also ensures that this ethos is reflected and implemented effectively in school policy and practice and that there are effective risk assessments in place to safeguard and promote students' welfare.

Main Purpose of the Job

To undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.

To work under the instruction/guidance of teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils

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

Support for Pupils

- To work with groups of children to guide their learning in Literacy, Numeracy and other subjects as directed by the class teacher
- To work with individual children with regard to specific needs following their IEP where necessary
- To listen to children and to give reassurance and praise
- To be aware of children's medical and physical needs and be prepared to assist in ensuring that those needs are met to enable to child to learn
- To accompany children on educational visits and outings as supervised by the Teacher.

Support for Teachers

- To prepare resources for lessons
- To help to keep the learning environment clean tidy, and stimulating
- To feedback to the teacher after group sessions to assist with assessment and progress
- To be a positive role model for the children and to share the strategies for behaviour management with regard to the school's behaviour policy
- To assist the teacher with paperwork as requested.

Support for the School

- To read, understand and work in accordance with the school's child protection policies and procedures, and to report all concerns to the Child Protection Lead.
- To read, understand and comply with the school's Staff Code of Conduct, Health and Safety Policy, and all national statutory regulations and procedures.
- To ensure the confidentiality of information and issues linked to pupil/teacher/school/ home.
- To work as part of a team to ensure that the school environment is clean tidy and well resourced
- To assist with lunch and break time supervision of children, on a rota basis, as required
- To undertake administrative tasks as directed by the Headteacher/class teacher

- To undertake training as part of a team and as an individual in order to keep up to date with initiatives
- To attend meetings and school based INSET as required
- To communicate with parents in a supportive role
- To undertake other duties appropriate to the post as required
- To set a good example in terms of dress, punctuality and attendance

Support for the Curriculum

To use time allocated to review plans with the class teacher

To read the plans and prepare accordingly

To observe groups of children as directed so that individual attitudes to learning can be monitored

To undertake specific training to prepare for national and local initiatives

To encourage the use of ICT to support the children's learning

Arrangements for appraisal of performance

Discussion of job description and set personal targets on an annual basis through the school's performance management programme