



JOB DESCRIPTION

TEACHING ASSISTANT

RESPONSIBLE TO: Headteacher

LIAISES WITH: Class Teacher

MAIN PURPOSE OF JOB:

- To be an active member of the team of the Kingslea staff.
- To foster the inclusion of all children.
- To provide support for individuals and groups of children as directed by the class teacher.
- To provide administrative support for the class teacher and year group you are based with.

DUTIES AND RESPONSIBILITIES:

Support for pupils:

To work with pupils both individually and in groups to:

- Foster the participation of pupils in academic and social activities.
- Enable pupils to become more independent learners.
- Help raise standards of achievement.

Support for teachers:

- To carry out routine administrative and organisational tasks in the classroom.
- To reinforce teaching points during teacher input.
- To carry out observations and assessments on children as required and regularly report back to the teacher on pupils' strengths and weaknesses.
- To lead small targeted pupil support groups.
- To assist in the implementation of Individual Educational Programmes for students and help monitor their progress.
- To contribute to the planning and evaluation of learning activities.
- Support students with emotional or behavioural problems and help develop their social skills.
- Be a role model for and support any work experience students in the classroom.

Support for school:

- To work alongside the Inclusion Leader as required and support SEN/EAL children.
- To liaise effectively with parents and other parties, as required.
- To model acceptable behaviour; supervise and control children, encourage good social skills and adhere to defined standards;
- To be aware of pupil behaviour around the school and intervene when necessary.
- To be an ambassador for the school in the community and further the ethos of the school.

Support with the curriculum:

- Take targeted groups in maths and literacy sessions.
- Provide guidance and support to pupils in all areas of the curriculum.

Arrangements for appraisal of performance:

- Performance management meetings will take place with your line manager on an annual basis. These meetings will identify your training needs.