



## Job Description

Post Title: Teaching Assistant  
Hours of work: 30 hours per week, 8.45am – 3.15pm  
Salary: Scale D  
Contract: Permanent  
To commence: 1<sup>st</sup> January 2021

### **1. PURPOSE AND SCOPE**

- 1.1 Under the direction/instruction of teaching/senior staff to work with individuals/groups to supervisor physical/general care of pupils, including those with SEN;
- 1.2 To support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

### **2. PRINCIPAL ACCOUNTABILITIES**

#### Support for Students

- 2.1 To attend to the personal and social needs of students and any other special requirements depending on the nature of a student's special needs and, wherever possible, making these part of the learning experience;
- 2.2 Under agreed school procedures and in line with statutory guidance on supporting students at school with medical conditions, to give first aid/medicine, where necessary; accompany sick children home, or to a health centre or hospital; or assist with programmes of special care such as physiotherapy, hydrotherapy or speech therapy, under the direction of the appropriate specialist;
- 2.3 To supervise and support students, ensuring their safety and access to learning;
- 2.4 Establish good relationships with students, acting as a role model and being aware of, and responding appropriately to, individual needs, promote the inclusion and acceptance of all students and encourage students interact with others and engage in activities led by the teacher.

#### Support for Teachers

- 2.5 To prepare classroom as directed for lessons and clear afterwards and assist with the display of students' work;
- 2.6 Be aware of student problems, progress and achievements, report to the teacher as agreed and undertake student record-keeping as requested;
- 2.7 Support the teacher in managing pupil behaviour, reporting difficulties as appropriate;
- 2.8 Provide clerical and administrative support by photocopying, typing, filing and collecting money.

#### Support for the Curriculum

- 2.9 Support pupils to understand instructions and in undertaking literacy and numeracy tasks as directed by the teacher;
- 2.10 Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use, including the use of basic ICT as directed;

#### Support for the School



- 2.11 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;
- 2.12 Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop;
- 2.13 Attend relevant meetings as required and participate in training and other learning activities and performance development as required;
- 2.14 Assist with the supervision of pupils out of lesson times, including before and after school. Accompany teaching staff and pupils in visits and out of school activities as required;
- 2.15 Undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Headteacher.

### **3. ORGANISATIONAL RELATIONSHIPS**

Responsible to the Assistant Headteacher: Director of Student Support and Guidance/SENCo

### **4. WHOLE SCHOOL ORGANISATION, STRATEGY AND DEVELOPMENT**

- 4.1 Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the School's values and vision;
- 4.2 Work with others on curriculum and/or student development to secure co-ordinated outcomes;
- 4.3 Supervise and so far as practicable teach any students where the person timetabled to take the class is not available to do so. (You will only rarely be required to provide such cover in circumstances that are not foreseeable).

### **5. HEALTH, SAFETY AND DISCIPLINE**

- 5.1 Promote the safety and well-being of students in accordance with the School's Child Protection and other relevant policies;
- 5.2 Maintain good order and discipline among students in accordance with the school behaviour policy.

### **6. PROFESSIONAL DEVELOPMENT**

- 6.1 Participate in arrangements for the appraisal and review of your own performance;
- 6.2 Participate in arrangements for your own further training and professional development;

### **7. COMMUNICATION**

- 7.1 Communicate with students, parents and carers in accordance with the School ethos, policies and practice.

### **8. WORKING WITH COLLEAGUES AND OTHER RELEVANT PROFESSIONALS**

- 8.1 Collaborate and work with colleagues and other relevant professionals within and beyond the school;
- 8.2 Participating in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the School, which require the exercise of your professional skills and judgment.

### **9. FULFIL WIDER PROFESSIONAL RESPONSIBILITIES**

- 9.1 Make a positive contribution to the wider life and ethos of the School;



# Stalham High School



*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.*

*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 shown but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.*