



ST. ANTHONY'S SCHOOL

JOB DESCRIPTION

Teaching Assistant

Post Holder:	<i>(Name Inserted)</i>
Job Title:	Teaching Assistant.
Accountable to:	Senior Leadership Team, Teaching Staff.
Liaising with:	Senior Leadership Team; Teachers; Pastoral Manager, Medical Manager, Support Staff and relevant external agencies
Duties:	To carry out the professional duties of a Teaching Assistant as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.
Job Purpose:	To ensure high standards of support in meeting the individual needs of students in each class and throughout the school day. To support pupil progress and class teachers with evidencing learning and class based administrative tasks. The Teaching Assistant is recognised as a valuable member of the school.
Person Specification	Good standard of general education including good numeracy and literacy skills Flexible and adaptable Ability to work independently and as part of a team Ability to work effectively with challenging and vulnerable young people Has excellent organisational and interpersonal skills Shares and delivers our vision to be an outstanding school Adaptable and willing to learn Works hard, is enthusiastic and self-motivated
Working Time:	TBC
Disclosure Level:	<i>Enhanced</i>

Responsibilities

Operational/Strategic Planning

- To support teaching staff in the preparation of appropriate resources, schemes of work, marking policies and teaching strategies
- To help teaching staff prepare lessons.
- To liaise, advise and consult with other members of the team.
- To contribute to reviews of student's progress, as appropriate
- To be aware of school policies and procedures.
- To be aware of confidential issues linked with home/student/teacher/school work and to keep confidences appropriately.

Curriculum Provision

- To support individual pupils during lessons and breaks
- To support the display across the school to ensure pupil's work is mounted and displayed effectively
- To develop awareness of the requirements of the EYFS or National Curriculum and of the literacy and numeracy strategies relevant to classes.
- To support specific aims in lessons as planned and directed by the teacher.
- To listen and offer emotional support when and as appropriate.
- To empathise and communicate sensitively with all students

Human Resource Management

- To participate in the school's staff development programme by participating in the arrangements for training and professional development
- To engage in the performance management process
- To contribute positively to effective working relations within the school

Communication

- To communicate effectively with all staff, pupils and parents
- To follow agreed policies for communication within the school

Management of Resources

- To support teaching staff by contributing to the process of ordering and allocation of equipment and resources
- To ensure that resources are shared and used effectively
- throughout the school

Pastoral Care

- To support a Form/Class Tutor with an assigned group of pupils
- To support teaching staff in promoting the general progress and well being of individual pupils and the tutor group as a whole
- To support teaching staff by monitoring the progress of pupils and keeping up-to-date records as required
- To alert appropriate staff to problems experienced with pupils
- To support teaching staff in the behaviour management policy so that effective learning can take place

Personal Responsibilities

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example
- To actively promote the school policies and procedures
- To be responsible for own professional development
- To be aware of and adhere to the applicable rules, regulations and legislation procedures including the school's Equal Opportunities policy and code of conduct (including Health and Safety, Data Protection) and undertake risk assessments as appropriate
- To be courteous to colleagues, pupils, parents, visitors and telephone callers and provide a welcoming environment
- To undertake duties on a rotational basis, before the school day, at break and lunchtimes and at the end of the school day
- To attend meetings punctually

Specific Responsibilities

The Teaching Assistant will support individual pupils across the school and be expected to:

- Develop knowledge and understanding of a range of learning support needs and specific needs of individuals.
- Aid the students to learn as effectively as possible both in group and individual situations by:
 - Clarifying and explaining instructions
 - Ensuring the student is able to use equipment and materials provided
 - Motivating and encouraging the students as required
 - Assisting in weaker areas, e.g. behaviour, literacy, numeracy and communication skills
- Helping students to concentrate on and finish work set
- Meeting physical needs as required whilst encouraging independence
- Liaising with Class Teachers/Middle Leaders about facilitating student progress
- Modelling and encouraging independent learning
- Develop methods of promoting/reinforcing the student's self-esteem.

- To support the teaching staff in the preparation and clearing away of resources used
- To support school and classroom routines
- To establish a professional, supportive and appropriate relationship with the individual pupil's concerned
- To meet individual pupil's physical, social and emotional needs whilst encouraging independence
- To ensure the pupil is able to use the equipment and materials provided
- To support the pupil's individual learning style in line with their targets
- To clarify and explain instructions for individual pupils
- To provide regular feedback about individual pupils to staff
- To assist in the use of Information and Communication Technology equipment
- To assist in the wider aspects of school life e.g. educational visits and sports days

Any further specific responsibilities will be confirmed to individual post holders upon an appointment being made.

Additional information

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure Barring Service as part of West Sussex County Council's pre-employment checks.

This is a key role within the school which is likely to involve access to highly confidential information. All staff are expected to comply with the school's safeguarding policy.

This job description sets out the duties of the post at the time it is drawn up; it will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. The Headteacher may vary the duties.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties of the post.

Signed : **Post Holder**

Date:

Signed: **Headteacher**

Date: