



High Park School
Learning for Life



An academy within the Interaction and Communication Academy Trust

JOB DESCRIPTION

Teaching Assistant

Band 5 SCP 5-6

32.5 hours per week, term time only plus 5 days

Responsible To: Class teacher

Job Purpose:

- To undertake work/support/care programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Main Duties:

- Work within the school policies, under the direction and guidance of senior staff and within an agreed system of supervision.
- Work flexibly as part of the school team and may be required to work with any age.
- Assisting as a member of the classroom team in the supervision of students on work experience, trainees and voluntary helpers with whom the post holder is working
- Supervise and provide particular support for pupils with special needs, ensuring their safety and access to learning activities.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Set high expectations and promote self-esteem and independence.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher/person in charge.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, responses to learning activities and accurately record achievement/progress as directed.
- Maintain manual and computerised records as requested.
- Ensure the health and safety of pupils at all times
- Establish constructive relationships with parents/carers.
- Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- 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.
- Participate in training and other learning activities and performance development as required.
- Supervise children at all times and ensure the physical needs of children are being met and maintain high standards of cleanliness and hygiene (eg. Washing, dressing and toileting).
- Accompany teaching staff/person in charge and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher/person in charge.
- Actively promote the positive ethos of the school

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.