

## **Job Description for Teaching Assistants Alderwasley Hall School and Sixth Form Centre**

**JOB TITLE:** Teaching Assistant

**MAIN LOCATION:** Alderwasley Hall School/Alderwasley Hall School Sixth Form Centre

**RESPONSIBLE TO:** Lead Teaching Assistant

**JOB PURPOSE:**

Work with the Teaching Assistant Team, under the leadership of The Lead Teaching Assistant to provide support for students within the school ensuring high quality education and improved standards of learning and achievement.

In addition you are required to undertake the following responsibilities, which may, or may not, be included above:

**Support for students**

1. Supervise the activities of individuals or groups of children (normally up to 8) within the classroom
2. Under the instruction/guidance of a teacher support students with sensory and/or physical impairment
3. Under the instruction/ guidance of a teacher support students with non specific learning difficulties
4. Under the instruction/guidance of a teacher support students with behavioural, emotional and social development needs e.g. implementation of behaviour management policies/promotion of school policies relating to student behaviour
5. Under the instruction/guidance of a teacher /external agency worker support students with communication and interaction difficulties
6. Assist students in the use of resources including IT
7. Maintain students interests and motivation within lessons and activities
8. Support individual and group work assigned by the teacher in raising core skills
9. Support the achievement of targets set within Integrated Placement Plans
10. Escorting students between educational sites and within the local communities
11. To be aware of students problems, achievements, progress and report to the teacher as agreed
12. Supervise and provide particular support as required for students ensuring their safety and access to learning activities
13. Establish a constructive relationship with students and interact with them according to individual needs
14. Provide feedback to students in relation to progress and achievement under the guidance of a teacher
15. Provide a positive role model for students with regard to dress and interactions at all times

16. Adhere to the school principle of Unconditional Positive Regard at all times

**Support for Teacher/Therapist/School**

1. Provide support for learning activities by making a contribution to supporting a Teacher or Therapist in the planning and evaluation of learning activities and supporting the delivery of learning activities
2. Making a contribution to organising effective learning environments and maintaining appropriate records
3. Undertake routine marking in line with subject policies
4. Design and produce displays with minimal supervision
5. Contribute information to student records (e.g. assessment information)
6. Liaise with parents as appropriate under the supervision of a Teacher or Therapist
7. Monitor students responses to learning activities and record achievement/progress as directed
8. Provide regular feedback to teachers on student achievement, progress and problems
9. Promote good student behaviour, dealing promptly with conflict and incidents and reporting in line with school policy
10. Establish constructive relationships with parents/carers
11. Administer routine tests and invigilate exams
12. Support the use of ICT in learning activities and develop students competence and independence in its use
13. Participate in training and other learning activities and Continuing Professional Development as required (eg provide supervision for a peer)
14. Be aware of and comply with policies and procedures relating to Safeguarding, Child Protection, Equal Opportunities, Health and Safety, security, confidentiality and Data Protection; reporting all concerns to the appropriate person
15. To administer medication in line with policy, procedures, regulations and guidelines and to be available for specific training and observation by the health promotion manager and/or other senior staff
16. Be aware of and make a positive contribution to the overall ethos/work/aims of the school
17. Attend and participate in relevant meetings as required
18. Work within the spirit and intentions of the Equal Opportunities and Equality & Diversity policies and procedures and report any concerns to your line manager immediately
19. To undertake any such duties reasonably expected of a Teaching Assistant

In addition all staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising student achievement. Any changes will take account of salary/status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes

Signed (Teaching Assistant) ..... Date .....

Signed (Head Teacher) ..... Date .....