

# LITTLE HEATH SCHOOL

Reading, Berkshire



<b>JOB DESCRIPTION:</b>	Teaching Assistant
<b>Job Title</b>	Teaching Assistant
<b>Grade/Salary Range/Hours:</b>	Grade D, Range 5-9
<b>Report to:</b>	To be responsible to the TA Subject Team Leader of Inclusion or SENCO as identified on the TA Structure.
<b>Job Purpose:</b>	The Teaching Assistant will: <ul style="list-style-type: none"><li>• improve standards of learning and achievement for all students;</li><li>• help students to develop independent learning skills;</li><li>• promote the school's inclusion policy by supporting students in their learning and development, removing barriers to achievement;</li><li>• support students in their learning and development, in small groups or with individual students as directed, including differentiation of resources as appropriate;</li></ul>

## Specific responsibilities of the post

**Working under the direction and supervision of a qualified teacher, TA Subject Team Leader or Head Teacher:**

### Teaching and Learning:

- To encourage students to improve their learning, promoting self confidence and enhanced self esteem.
- To promote and support the inclusion of all students in the learning activities in which they are involved.
- To promote high standards of student behaviour in line with the school's behaviour policy, in consultation with the classroom teacher.
- To deliver differentiated activities and small group work with identified groups, both within and outside the classroom, under the guidance of the subject teacher.
- To help students to record work in an appropriate way.
- To help students to develop more effective organisational skills.
- To support subject delivery in line with the appropriate teaching methods.
- To help raise standards of achievement for all students, including use of support and intervention programmes.
- Assist with the development and implementation of individual education/behaviour plans and personal care programmes.

### Assessment and Recording:

- To monitor students' responses to learning and provide feedback about progress to students and the teacher.
- To complete record keeping and filing in relation to student progress, in the subject area.
- To use assessment of pupil progress, in consultation with the class teacher, to identify individuals or groups of students who require additional support or intervention.
- To support teachers in evaluating and maintaining records of student progress.
- To contribute where appropriate, specifically in relation to student progress, to the monitoring of Personal Learning Plans and Annual Review targets.

### Curriculum:

- To contribute to discussions, with teachers, head of department and other members of the TA team, on the development of programmes of study, personalised work and resources, and support programmes for students.
- To differentiate teaching resources and materials to support the teaching and learning in the department. Assessment of pupil progress should be used to inform appropriate levels for differentiation.
- To work within a department to ensure that resources and the learning environment assist students to learn.

- Support pupils in using ICT in learning activities, and develop pupil's competence and independence in its use
- Implement agreed learning activities and programmes, adjusting according to pupil responses/needs.

#### **Student personal development and well-being:**

- To promote equal opportunities for all students.
- To ensure that equal opportunities, bullying or harassment issues are dealt with appropriately in line with school policy.
- To ensure that the school follows the national policy on safeguarding and thus ensures that students are healthy and safe at school.
- To have high expectations of all students and assist the promotion/reinforcement of students' self esteem.
- To respect students' social, cultural, linguistic, religious and ethnic backgrounds.
- To build and maintain successful relationships with students.
- To demonstrate and promote the same positive values, attitudes and professional behaviour that are expected from students.
- To be committed to raising the educational achievement of students.

#### **Management of Staff:**

- To support the SENCO in the deployment of teaching resources in subject areas and within the Inclusion department.
- Provide Guidance and supervision and assist in the training and development of staff, required

#### **Relationship with key stakeholders:**

- To work collaboratively with colleagues to meet the needs of all students (inc. SEN students).

#### **Other duties:**

- To attend and participate in relevant meetings as required.
- To carry out all aspects of the role effectively and seek help, advice or guidance as necessary.
- To identify personal training needs and attend appropriate internal and external in-service training sessions per year.
- To attend annual appraisal and review meetings with other members of the Inclusion team.
- To provide access arrangement provisions to students in their examinations such as scribe or reader.
- This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to converse at ease with pupils/members of the public and provide advice/instruction in accurate spoken English is essential for the post.

#### **No direct budgetary responsibility**