



## **Job Description**

<b>Job Title:</b>	<b>Teaching Assistant</b>
<b>Responsible to:</b>	<b>Assistant Headteacher; Inclusion- SENCO</b>
<b>Pay Band:</b>	<b>B3 – actual salary £12, 213</b>
<b>Hours:</b>	<b>27 hours per week Monday – Friday (typically 8.30-3 or 8-2.30) Term time only</b>

### **Role:**

To work under the instruction and guidance of the Assistant Headteacher- Inclusion; SENCO to undertake work to provide support, care and guidance to enable access to learning for all students at Horsforth School.

In addition, the Teaching Assistant will work to assist the teacher with the management of students in their learning environment and assist students with their learning in a variety of ways.

Work may be carried out in and out of the classroom environment.

### **Main Duties:**

1. To supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities.
2. To establish constructive relationships with students and interact with them according to individual needs.
3. To promote the inclusion and acceptance of all students across the school.
4. To encourage students to interact with others and engage in activities led by the teacher.
5. To set challenging and demanding expectations and promote self-esteem and independence.
6. To provide feedback to students in relation to progress and achievement either in the classroom under the guidance of the teacher; or in a group or individual intervention setting
7. To help create and maintain a purposeful, orderly and supportive environment, in accordance with lesson expectations
8. To develop and use strategies, in liaison with the teacher, to support students to achieve learning goals
9. To assist with the planning of learning activities suited to student need by liaising with teaching staff



- 10.** To monitor students' responses to learning activities and accurately record achievement/progress as directed.
- 11.** Provide detailed and regular feedback to teachers on students' achievement, progress, problems etc.
- 12.** To promote good pupil behaviour, dealing promptly with conflict and incidents in line with the established behaviour policy and encourage students to take responsibility for their own behaviour
- 13.** To establish constructive relationships with parents/carers, where appropriate.
- 14.** To support and administer routine 'testing' and evidence gathering for Access Arrangements. Provide support for, and invigilate exams
- 15.** Undertake routine marking of students' work and assessments where necessary as part of interventions or assessments for SEND purposes
- 16.** To provide clerical/administrative support to the SEND team where required.
- 17.** To plan and deliver structured and agreed learning activities/teaching programmes, differentiating activities according to student need and responses.
- 18.** To undertake programmes linked to local and national learning strategies - recording achievement and progress and feeding back to the teacher.
- 19.** To support the use of ICT in learning activities and develop students' competence and independence in its use.
- 20.** To prepare, maintain and use equipment/resources required to meet the learning activity and assist students in their use.
- 21.** To communicate with parents, teachers and students as required around student need, progress and wellbeing.
- 22.** To 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.
- 23.** To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- 24.** To contribute to the overall ethos/work/aims of the school.
- 25.** To appreciate and support the role of other professionals.
- 26.** To attend and participate in relevant meetings as required.



27. To participate in training and other learning activities and performance development as required.
28. To assist with the supervision of students out of lesson times, including before and after school, break and at lunchtime.
29. To accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

**Any Special Conditions of Service:**

There is a requirement to submit to an enhanced Disclosure and Barring Service background check. Term time working. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

