

CHARTERS SCHOOL

JOB ACCOUNTABILITIES

Job Title: Teaching Assistant Level 1	Job number / Grade Scale 2
Directorate: Education	Unit: Charters School

JOB PURPOSE

- To support identified students in their educational development by helping them to access classwork and to support them towards an independent style of learning.
- To support the social development of students
- To assist the classroom teacher in the provision of learning and educational opportunities for students and to assist the teacher in the management of students and the classroom.
- To support resource unit students around the school site.

SCOPE OF JOB (Budgetary/resource control, impact)

- Support children in their educational and social development.
- Provide extra support for students with physical disabilities.
- To be able to work with a range of students, both individually and within small group and whole class contexts.
- When supporting students with physical disabilities to be aware of health & safety issues.
- To be able to move furniture and equipment when required for physically disabled students.
- May be required to undertake manual handling of students.
- To be able to work in a busy environment.
- To work with confidential information.

POSITION WITHIN UNIT STRUCTURE

- Reports to SENCo/LSC Manager.
- Whilst in the classroom will operate under the direction of the classroom teacher.

KNOWLEDGE, SKILLS & EXPERIENCE

- Able to work as a member of a diverse team.
- Good level of literacy and numeracy
- Good communication skills.
- Ability to relate sympathetically to students.
- Good level of IT skills – ideally able to use basic packages such as Word, Excel and Outlook, although training will be provided.
- Understanding of the secondary educational system.
- Commitment to continued professional development.

JOB ACCOUNTABILITIES

Under the direction of the classroom teacher, provide support to individual students and small groups of students in the completion of a wide range of learning activities for example by clarifying and explaining instructions.

Provide support in such a way as to facilitate the student's independent learning, by explanation, encouragement and targeted questioning.

Promote good student behaviour by helping the teacher to deal promptly with conflicts and incidents in line with school policy and encourage students to take responsibility for their own behaviour.

Assist students in weaker areas such as language, behaviour and social skills.

Act as a positive role model within and beyond the classroom.

Establish constructive relationships with students, promoting the inclusion and acceptance of all students.

Set challenging and demanding expectations that promote self-esteem and independence.

Work with the class teacher to create and maintain a purposeful, orderly and supportive environment.

Establish constructive relationships with other staff.

Administer routine tests and invigilate exams as required.

Assist with the supervision of students out of lesson times, including before and after school and break times.

Accompany teaching staff and pupils on visits, trips and out of school activities, as required.

Undertake continued professional development as required, including, first aid, manual handling and personal care.

In line with the requirements set by the classroom teacher assist in the preparation of the teaching room/area for the session activities including setting up furniture and resources ensuring that the teacher has all the resources specified and that the environment is safe for students to use.

Meet physical needs as required while encouraging independence.

Assist with the development and implementation of Education and Healthcare Plans (EHCPs).

All duties must be performed in line with Health and Safety rules and to take remedial action where hazards are identified. Where hazards are serious report to line manager immediately.

Such duties and responsibilities may be updated from time to time to reflect any changes to the School. Only significant additional duties or responsibilities as required by the School will render the grade of the post liable for re-evaluation.

This job description sets out the duties and responsibilities of the post at present. 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 of themselves justify a reconsideration of the grading of the post.

Post holder signature _____ Name _____ Date _____

Manager signature _____ Name _____ Date _____