

JOB DESCRIPTION

Teaching Assistant Level 1	
Scale	D – Points 3 to 4
Hours	Hours to be agreed
Section	Support Staff
Responsible to	SENCO
Responsible for	This position has no direct responsibility for line management.

Job Purpose	To support the School, Senior Leadership team and SENCO by assisting teaching staff in the development and education process of students. In addition, assist teaching staff with students' care, support and supervision.
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Duties & Responsibilities	The current main areas of responsibility are as follows but all staff within school are expected to show flexibility in the reviewing of responsibilities to meet the school's needs, which may change from time to time.
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- Support for students - support individuals or groups during independent/group work, e.g. explain tasks, reinforce key objectives/concepts or vocabulary, use practical apparatus, support less able students, extend/challenge the more able, keep students on task, interested, motivated and engaged. Promote independence and development of self-esteem. Assist in the personal, social and emotional development of students. Help students to develop communication skills. Promote inclusion and acceptance of all students, encourage them to interact and work co-operatively and engage in activities.
- Occasional supervision of whole class to undertake pre-set work and/or activities during the absence of the teacher for short periods.
- Assist with the development and implementation of IEPs/behaviour plans and attend IEP and statement review meetings as appropriate.
- Assist with student supervision on visits, trips and school activities off site under the overall guidance of a teacher.
- Use specialist skills/knowledge/training to provide support in specialist areas.
- Encourage and reinforce positive interactions between students working with any behaviour targets set. Identify and report any uncharacteristic behaviour patterns. Monitor and provide for general care, safety and welfare of students,

including tasks connected with their social inclusion and personal/physical care. Support and implement strategies to manage pupil behaviour and individual behaviour plans.

- Support to teachers - Assist with lesson/activity planning, delivery and evaluation. Monitor individual/group achievements of key objectives and provide feedback to the teacher. Contribute to student assessment through observation and reporting and record information relevant to the assessment and review of students' progress.
- Liaise with parents/carers, specialist teachers and other professional staff, share and provide information.
- Active involvement in day to day management of the learning environment including responsibility for the care and preparation of teaching aids, equipment, materials and differentiated resources
- Undertake routine and non-routine administrative tasks, e.g. produce worksheets, administer coursework
- Curriculum support - Contribute to curriculum planning and evaluation and assist in implementation. Assist in the delivery of lessons/sessions and interact with the teacher and students as required. Undertake agreed learning activities/teaching programmes, adjusting activities according to student responses. Support and use ICT in learning activities and develop students' competence and independence in its use. Make use of professional development opportunities.
- There will be some lunchtime supervision and duties as part of this role.
- Adhere to all relevant school policies.
- Have due regard for safeguarding and welfare of children and young people and to follow the child protection procedures adopted by the Trust
- Participate in the school's appraisal process.
- The post holder will be responsible for their own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the MAT Health and Safety policies.
- Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the school therefore retains the right to amend job descriptions to reflect changing requirements.
- Perform any other reasonable tasks within the range of the salary grade

Stowe Valley MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.

COMMITTED TO EQUAL OPPORTUNITIES