

ST AIDAN'S CE HIGH SCHOOL

GENERAL TEACHING ASSISTANT - JOB DESCRIPTION

Support students during learning activities

- Complete the TA / Teacher Agreement which outlines the specific support needs of each lesson
- Assist students with literacy or numeracy under the direction of the teacher or Head of Learning Support
- Be aware of student needs by reading the Learning Support Register
- Address the strategies outlined in students' Inclusion Passports
- Support named students within a large group setting
- Assist the teacher in supporting other students within the classroom
- Withdraw a student if directed to work individually
- Provide feedback to the teacher on progress

Encourage Independence

- Provide a level of attention appropriate to the student's needs – enough support to enable to complete tasks as independently as possible
- Provide visual support which will enable the student to work without verbal prompts for a time

Assist the Teacher in Preparing the Learning Environment

- Help to set out equipment
- Give out books and materials
- Switch on computers

Student Behaviour

- Assist in the implementation of the school's behaviour policy
- Liaise with class teachers and heads of year to support the management of pupil behaviour
- Report any behaviour problems to the teacher
- Provide written information for parental meetings / student reviews
- Liaise with parents via the student's home / school Communication Book
- Discuss any behaviour difficulties with the Head of Learning Support

Review and develop own professional practice

- Take part in a performance management meeting in which personal targets are set with line managers within the department
- Attend monthly after-school teaching assistant meetings in which training is incorporated
- Attend an in-service training day

- Attend training provided by outside agencies if applicable

Contribute to annual review meetings

- Complete the Student Review Sheet with the pupil prior to the review
- Provide a written report for the meeting
- Provide verbal contributions in the review meeting

Promote social and emotional development of pupils

- Support pupils in developing appropriate relationships
- Help to develop self-esteem of pupils
- Encourage students to attend clubs within the school
- Inform new students about the Learning Support Game Club
- Provide some student support at break and/or lunchtimes

Support maintenance of pupil safety

- Read the Learning Support risk assessment before using the LS kitchen
- Be aware of the needs of students by reading the Learning Support Register
- Be vigilant within the classroom for hazards
- Be aware of medical issues / risk assessments when attending school trips

Support use of ICT in the classroom

- Assist students with the use of programmes such as Word, Excel and PowerPoint
- Report technical faults to the teacher or network office
- Be aware of internet safety
- Assist students with minor technical difficulties

Liaison with other team members and parents in a professional manner

- Be aware of school policy for confidentiality
- Interacting appropriately and professionally with parents/carers, teachers and other colleagues within the school
- Refer parental issues to other professionals within school
- Read student Communication Books and address issues promptly

PERSONAL QUALITIES

Essential

- A good level of English and Maths
- ICT literate
- An ability to work as part of a team
- An ability to communicate effectively with a range of people
- Excellent listening and organisational skills
- Promptness and reliability

- Excellent attendance
- Adaptability and flexibility to cope with the unexpected
- A sense of humour
- A caring and positive nature
- The capability to remain calm under pressure
- An ability to form and maintain appropriate professional relationships and boundaries with children and parents
- An ability to deal with sensitive information in a confidential manner

Desirable

- An ability to diffuse conflict
- Experience of working with children in an educational setting
- A recognised Teaching Assistant qualification
- A willingness to participate in extra-curricular activities