



TEACHING ASSISTANT

32 hours per week, 39 weeks per year

Job Description

- To establish relationships with the class and subject teacher as a starting point for giving support to individuals and small groups within the classroom
- To support pupils with a range of Additional Educational Needs both inside and outside the classroom in different subject areas. This would involve playing a different role in each classroom situation e.g. encouraging a pupil with her work or reading activities to the pupil
- To build up relationships with pupils who may not have previously experienced much success at school.
- To liaise with subject teachers gaining key information about units of work in order to prepare for supporting pupils in lessons
- To work with individuals and small groups of pupils outside of the main class
- To assist pupils with homework after school on specified days
- To share strategies for meeting individual pupil's needs with teaching and other support staff
- To contribute to annual reviews for specific students
- To support pupils who have personalised learning programmes including those who attend local colleges for a day per week
- To make contributions to the team meetings giving strategies and progress updates for specific pupils
- To monitor specific pupils' progress towards meeting their individual targets, to work closely with the pupils to review and set new targets.
- To ensure that students are working towards achieving their individual targets
- To keep accurate and up to date records of pupil progress
- To contribute to helping with transition activities for pupils moving from primary to secondary schools.
- To work effectively as a member of the team responding to the needs of pupils on the basis of the department's policies and agreed practices.

Person Specification

- Experience of working with young people.
- The ability to communicate easily with colleagues in school
- A firm, calm approach when working with young people
- Sensitivity to different individual needs of pupils and their families
- The ability to be flexible while responding to the ever changing needs of pupils.
- A commitment to inclusion and equal opportunities
- To be willing to attend training and to share new developments with other colleagues
- To have secure writing skills for recording pupil progress.
- To have a sense of humour
- To be an excellent team player