

General Teaching Assistant - Job Description

Salary	Grade C, points 2-4
Location	St. Aidan's CE High School
Contractual basis	Permanent
Responsible to	Headteacher, under the day-to-day management and leadership of a member of the Senior Leadership Team.

Overall Purpose of the Job

The key responsibilities of a teaching assistant are to support the needs of children with special educational needs under the direction of the class teacher, Head of Learning Support and Second in Learning Support.

Specific Responsibilities of General Teaching Assistant

Support students during learning activities

- Liaise with teaching staff to discuss support strategies.
- Assist students with literacy or numeracy under the direction of the teacher or Head of Learning Support
- Be aware of student needs by referring to the learning support needs on the MIS system
- 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
- Support students in other areas of their learning e.g. scribe, read or invigilate examinations

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

Assist with Break and lunchtime duties / supervision

- Support students during unstructured times
- Supervise an area within school at break or lunchtime
- Support students to attend a lunchtime club

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 and follow the Learning Support risk assessment before using the LS kitchen
- Be aware of the needs of students by referring to the learning needs on the MIS system and Individual Provision Maps
- 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 and follow the 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
- Abide by the Teaching Assistant Professional Standards

Support with the medical needs of students

- Assist students with personal care, e.g. toileting
- Be willing to undertake training to carry out / assist with medical procedures
- To ensure medical equipment is in good working order
- Follow a student's medical care plan as appropriate
- Liaise with the medical team about any medical concerns
- Assist with medical documentation, e.g. feeding regimes and medication records

This job description forms part of the contract of employment on appointment. It will be subject to review and may be amended at any time after consultation, and with the agreement of the postholder.

[April 2024]