

Thetford Grammar School



Job Description: Teaching Assistant

Name:

Position: Teaching Assistant F/T - P/T considered

School: Thetford Grammar School

Responsible to: SENCo / Head

Area of responsibility:

This important role supports pupils in Y5-11 with mild learning needs relating to dyslexia, ASD, language processing and poor working memory. The teaching assistant will predominantly support pupils with English, Maths & Science in a classroom situation under the direction of class teachers and occasionally in a small group or one to one situation guided by the school SENCo.

Teaching Assistants are:

- Responsible to the SENCo and the Head but works with other English, Maths & Science staff on a daily basis

Main Purpose of Job

- To provide support for pupils, teachers, the school and the curriculum in a school setting.

Support for teaching and learning:

- To assist in the educational and social development of pupils under the direction and guidance of the Head, SENCO and subject teachers.
- To assist in the development and implementation of individualised learning and behaviour plans for pupils and help monitor their progress.
- To provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities.
- To provide support for pupils' independent learning.
- To work with other professionals, such as speech therapists and occupational therapists, as necessary.
- To assist pupils in all areas of the curriculum and understand when to seek advice from senior staff
- To ensure the safety of pupils and to assist in the development of their wellbeing.
- To work alongside teachers on whole class activities and with small groups on tasks planned by the teacher.
- To facilitate pupils' development physically, socially, emotionally and educationally.
- To promote and develop pupils' self-esteem.
- To assist with the assessment of pupils' progress.
- To work on a small group or 1:1 basis with pupils requiring additional learning support.

- To use strategies, in liaison with other staff, to support pupils with emotional or behavioural problems and help develop their social skills.
- To observe and take notes in the classroom in order to provide detailed and regular feedback to the Head of Learning Support.
- To establish a positive relationship with pupils, staff and parents.
- To liaise with parents as appropriate.

Support for administration:

- To prepare and present displays of pupils' work.
- To assist class teachers with maintaining pupil records.
- To support class teachers in photocopying, filing and other tasks in order to support teaching.
- To assist with the development of support materials.
- To assist with classroom administration.
- To provide general classroom support, including assisting with the preparation of the learning environment, preparing resources and clearing away after activities.
- To administer first aid and assist with pupil accidents, sick pupils and minor injuries according to agreed school procedures
- To accompany school trips.
- To undertake other duties from time to time as the head teacher requires.

Support for the school:

- To support the aims and ethos of the school as outlined in the Staff Handbook.
- To maintain confidentiality in accordance with school policies.
- To set a good example in terms of dress, punctuality and attendance.
- To attend team, staff and INSET meetings as appropriate.
- To be aware of and comply with all school policies relating to child protection, special education needs and health and safety.
- To undertake professional duties that may be reasonably assigned by the Headmaster..