



## Job Description

# Stanborough Secondary School

## Teaching Assistant

**Main Functions:** To assist in promoting the learning and personal development of the pupil to whom you are assigned, to enable him/her to make best use of the educational opportunities available to them.

### Key Responsibilities

1. To aid the pupil to learn as effectively as possible both in group situations and on his/her own by, for example:
  - Clarifying and explaining instructions
  - Ensuring the pupil is able to use equipment and materials provided
  - Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
  - Assisting in weaker areas, e.g., speech and language,
  - Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
  - Liaising with class teacher, SENDCO and other professionals about individual education plans, contributing to the planning and delivery as appropriate
  - Providing additional nurture to individuals when requested by the class teacher or SENDCO
  - Consistently and effectively implementing agreed behaviour management strategies
  - Helping to make appropriate resources to support the pupil
2. To establish supportive relationships with the pupil concerned
3. To promote the acceptance and inclusion of the pupil with SEND, encouraging pupils to interact with each other in an appropriate and acceptable manner
4. Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.

5. Provide support in the library on a 1-2-1 if necessary (when the child is struggling in the classroom)
6. To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self-reliance and self-esteem.
7. Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development
8. Where appropriate, to know and apply positive handling techniques
9. To know and apply school policies on Child Protection, Health and Safety, Behavior, Teaching and Learning, Equal Opportunities etc.
10. To be aware of confidential issues linked to home/pupil/teacher/school
11. To contribute towards reviews of the pupil's progress as appropriate
12. To take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties
13. To accompany teachers and pupils on educational visits
14. Meet parents with SENDCO to discuss pupils' progress
15. Update the EHCP/IEP with the support of the SENDCO

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.