

**School Name:** Acklam Grange School  
**Post Title:** Teaching Assistant  
**Responsible to:** Headteacher  
Director of Corporate Services

### **JOB SPECIFICATION: MAIN RESPONSIBILITIES OF THE POST**

To complement the professional work of teachers by supporting learning activities under an agreed system of supervision. This includes the preparation and maintenance of resources to support staff in the delivery of learning activities for individuals/groups or for whole school classes.

#### **STUDENT SUPPORT:**

- Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Establish constructive relationships with students and interact with them according to individual needs.
- Promote the inclusion and acceptance of all students.
- Encourage students to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to students in relation to progress and achievement under guidance of the teacher.
- Support students consistently whilst recognising and responding to their individual needs
- Encourage students to interact and work co-operatively with others and engage all students in activities.

#### **TEACHER SUPPORT:**

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work.
- Use strategies, in liaison with the teacher, to support students to achieve learning goals
- Monitor students' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on students' achievement, progress, problems etc.
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Establish constructive relationships with parents/students.
- Administer routine tests and invigilate exams and undertake routine marking of students' work.
- Provide administrative support as required.

**SUPPORT FOR THE CURRICULUM:**

- Support delivery of learning activities to students within agreed system of supervision, working with teachers to adjusting activities according to pupil responses/needs.
- Contribute to the delivery of local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of students' skills.
- Use ICT effectively to support learning activities and develop students' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of students' interests and language and cultural backgrounds.

**SUPPORT FOR THE SCHOOL:**

- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Develop time management skills.
- Develop team work and professional relationships.
- Develop work efficiency and own initiative skills.
- Develop customer service skills.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.
- Take the initiative to develop appropriate multi-agency approaches to supporting students.

**ALL EMPLOYEES HAVE A RESPONSIBILITY TO:**

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos of the school / trust
- Participate in training and other learning activities and performance development as required

**Other duties commensurate with the grade of the post as required by the Headteacher or Senior Leadership Team.**