

**Ashton Community Science College**

Job Description

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| **Post:** | Teaching Assistant 2(b) |
| **Reporting to:** | Associate Assistant Headteacher SENDCO |
| **Responsible for:** |  |
| **Working Hours:**  **Working Weeks:** | 31 Hours 40 minutes (6 hrs 30 mins per day)  38 weeks plus two additional days for training (agreed annually) |
| **Salary/Grade:** | Grade 5 |

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| **Job Purpose** |
| Under the general supervision and direction of the teacher, to plan and implement learning activities for individuals and groups. To monitor pupil progress and provide feedback to the class teacher and establish supportive and constructive relationships with pupils parents and carers. To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable. |

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| **Accountabilities / Responsibilities** |
| **Support for Pupils**   * To support the Learning and Development of students at Ashton Community Science College. * Under the general supervision and direction of the teacher to implement structured learning activities for individuals and groups of pupils. * To undertake activities in order to monitor the personal social and emotional needs of pupils. * To develop positive relationships with pupils to promote pupil progress and attainment. * To assist in the devising of pupil's individual targets and their monitoring and review. * Support pupils as part of a planned inclusion programme * To implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas. * To assist in the development of varying skills that support pupils' learning. * To assist in the specific medical/care needs of pupils when specific training has been undertaken. * **To support across our three provisions as required – mainstream, deaf support and social communication difficulties unit.**   **Support for the Teacher**   * To monitor and record pupil progress and developmental needs. * To produce relevant classroom resources. * To undertake classroom administrative tasks including the maintenance of records. * To assist in pupil supervision and assist in the management of pupil behaviour. * To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable. * To provide information to the class teacher to assist in the planning of work programmes. * To liaise with the school's nominated person in respect of pupil absence. * To assist with the arrangements for out of school learning activities * To provide clerical and administrative support where appropriate * Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils work   **Support for the School**   * To assist in providing an atmosphere in which effective learning can take place. * To support the promotion of positive relationships with parents, carers and outside agencies. * To work within school policies and procedures. * To attend staff training as appropriate. * To take care for their own and other people's health and safety. * To be aware of the confidential nature of issues related to home/pupil/teacher/school work   **Support for the Curriculum**   * To assist the delivery of educational and developmental work programmes. * To support the use of ICT in learning activities |
| **General** |
| * To work within school policies and procedures * To contribute to the provision of an effective environment for learning * To attend skills training and participate in personal/performance development as required * To take care for their own and other people’s health and safety * To be aware of and respect the nature of issues * Other duties at the same responsibility level may be interchanged/added to at the discretion of the Headteacher |
| **Additional supporting information – specific to this post or postholder** |
| * Willingness to undertake training to become a first aider |

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| Employees will be expected to comply with any reasonable request from a Leader or Manager to undertake work of a similar level that is not specified in this Job Description.  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.  The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |
| **This job description is current at the date below, but following consultation with you, may be amended by the Headteacher to reflect or anticipate changes in the job or needs of the school** |

**Date: 04 June 2024**