



JOB TITLE: Teaching Assistant

RATE OF PAY: TBC

RESPONSIBLE TO: Head Teacher

1. Knowledge and understanding of:

- 1.1 The school's aims, priorities and action plans.
- 1.2 Inclusion of young people with special educational and disability needs.
- 1.3 How best to support young people with health needs.
- 1.4 The curriculum in the UK.
- 1.5 Opportunities for ways to improve outcomes for those with special educational needs in the North West.
- 1.6 Supporting with the delivery of programmes to support special educational needs.
- 1.7 Therapy programmes to support special educational needs.

2. Pastoral and communication

- 2.1 Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned.
- 2.2 Providing guidance and advice to pupils on health, academic and social matters.
- 2.3 Contributing to records of and reports on the development of pupils when required.
- 2.4 Communicating and consulting with the parents and carers of pupils.

3. Reporting and monitoring

- 3.1 Provide oral and written reports relating to individual pupils and groups of pupils and contribute to teacher's assessments.
- 3.2 Establish clear targets for pupils' achievement, and evaluate progress and achievement by all pupils.
- 3.3 Use data effectively to identify pupils who are underachieving and, where necessary, contribute to the creation and implementation of effective plans of action to support those pupils.
- 3.4 Ensure that information about pupils' achievements in previous classes and schools is used effectively to secure good progress.

4. Discipline, Health and Safety

4.1 Maintaining good order and discipline among the pupils and safeguarding their health and safety both on the school premises and when they are engaged in authorised school activities elsewhere.

5. Staff Meetings

5.1 Participate in and contribute to school meetings, as required.

6. Professional Development

6.1 Participate in further training and professional development activities where necessary.

6.2 Carry out regular review of communication methodology and programmes of work.

7. Equal Opportunities

7.1 Promote equal opportunities within the school and to seek to ensure the implementation of the Authority's and the school's Equal Opportunities policy.

8. Other duties

Job descriptions are expected to give candidates clear guidance on what they are expected to achieve; however they rarely capture all tasks and responsibilities. All members of staff are expected occasionally to undertake other duties not detailed above, but within the scope of the job.