



# **Ribston Hall High School**

## **Job Description Teaching Assistant**

### **Job Purpose**

To work with class teachers to raise the learning and attainment of students.

To promote students' independence, self-esteem and social inclusion.

To give support to students, individually and in groups, so they can access the curriculum, take part in learning and experience a sense of achievement.

### **Main Duties & Responsibilities**

#### **Teaching and Learning**

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all students including, where appropriate, those with special educational needs and disabilities (SEND)
- To work with specific students identified as needing support both in class and in withdrawal sessions
- Support students in small group activities within the wellbeing department in school
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Observe student performance and pass observations on to the class teacher / SENCO
- Undertake any other relevant duties given by the SENCO

#### **Planning**

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of student performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- In collaboration with individual learners and their parents, have oversight of a caseload of students identified with SEND to include composition and review of their Student Support Plans, in conjunction with the SENCO.

#### **Working with colleagues and other relevant professionals**

- Communicate effectively with other staff members and students, and with parents and carers under the direction of the SENCO
- Communicate their knowledge and understanding of students to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the SENCO, keep other professionals accurately informed of performance and progress or concerns they may have about the students they work with
- To deputise in the absence of the Assistant SENCO on occasion
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues



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### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Perform duties in line with school expectations

### **Health and Safety**

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the employer on all issues to do with Health, Safety & Welfare
- Work with the mobility officer to familiarize the student with the new school setting
- Assist student to navigate around the school safely

### **Continuing Professional Development**

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Commit to the learning of braille, if required to support the student.

### **Qualifications & Experience**

- Good general standard of education, including English at GCSE
- Experience of working in a school or with young people
- Patient and caring demeanour
- Willingness to learn new skills
- Ability to touch type
- Sense of humour
- Resilient

### **Supervision Required**

Responsible through the SENCO via the Finance and Operations Manager or other member of staff as may be nominated by the Head Teacher

### **Principal Contacts**

Teachers, SENCO, Finance and Operations Manager, Supply staff, Teaching and Associate staff, Mobility Officer and Teacher for the Visually Impaired

### **Special Conditions**

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such temporary variations are a common



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occurrence and cannot of themselves justify a reconsideration of the grading of the post.