

MAGHULL HIGH SCHOOL

JOB DESCRIPTION

School: Maghull High School

Post: Teaching Assistant (Level 2)

Grade: NJC Local Government Pay Scale
Points 5 - 6

Responsible to: SENDCO

Responsible for: Supporting the individual learning needs of groups and individuals

JOB PURPOSE

To work with and supervise individuals and groups of children under the direction/instruction of teaching and/or senior staff, inclusive of specific individual learning needs, enabling access to learning for all pupils and assistance and support in classroom management and behaviour techniques.

MAIN DUTIES

Support for the Pupil

- Establish good working relationships with pupils and their parents/guardians
- Be aware of and respond appropriately to individual pupil needs
- Provide specific support to pupils dependant upon their individual needs ensuring their safety whilst supporting access to learning activities
- Promote inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Promote self-esteem and independence
- Support bespoke target setting for individuals and review progress
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher

Support for the Teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with curriculum planning
- In liaison with the teacher, utilise strategies to support pupils in achieving learning goals
- Report pupil achievements, progress and issues as appropriate in agreed format
- Undertake pupil record keeping as requested
- Assist with supervision of assessments
- Support students in assessments and examinations
- Work closely with the pastoral team to promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy
- Establish constructive relationships with parents/carers

Support for the Curriculum

- Undertake structured and agreed learning activities/learning programmes, to support pupil progress
- Undertake literacy/numeracy programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher and SENDCO
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

Support for the School

- Be aware of and comply with school policies and procedures relating to safeguarding, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
- Be aware of and support difference, ensuring all pupils have equal access to opportunities to learn and develop
- Contribute to the school ethos, aims and development/improvement plan
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities as required
- Assist with the supervision of pupils out of directed lesson time within working hours
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Prepared by:

Name Laura Lindley

Designation SENDCO

Date June 2022