

JOB TITLE: TEACHING ASSISTANT	
GRADE:	Scale Points 8 - 11
LOCATION:	Moor Park High School and Sixth Form Moor Park Avenue Preston Lancashire PR1 6DT
CONTRACT:	29 hours 10 mins per week (over 5 days) Permanent Term Time Only Hours of work - 8.40 am – 3.15pm with 45 minutes for lunch (to be taken during school lunch time)
RESPONSIBLE TO:	School Business Manager / Under the day to day supervision of the Teaching and Learning Support Co-ordinator
STAFF RESPONSIBLE FOR:	Not Applicable
JOB PURPOSE:	The main objectives to be achieved by the Postholder
Under the teacher's clear guidance, to support literacy, numeracy and personal and social development of pupils in the class including those with special needs and/or bilingual needs and to ensure pupils make progress towards their targets.	
MAIN ACTIVITIES	What the Postholder will actually do What prescribed duties the postholder will have
<p>In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post</p> <p><u>Support for Pupils</u></p> <p>Under the clear guidance of the class teacher to implement structured learning activities and to assist individuals/groups of pupils to complete tasks that enable them to make progress towards their subject targets.</p> <p>To deliver specific programmes that improve the levels of literacy and numeracy, appropriate to the developmental needs of individual and small groups of pupils throughout different key stages.</p> <p>To use and deliver a range of strategies that enable pupils with additional needs to foster independence and resilience in lessons.</p> <p>To undertake activities to assist in monitoring the personal social and emotional needs of pupils.</p> <p>To develop positive relationships with pupils to assist and improve pupil progress and attainment.</p> <p>To assist in the devising of pupil's individual targets and feedback in their monitoring and review.</p> <p>Support pupils as part of a planned inclusion programme.</p> <p>To provide support for identified pupils/cohorts during form time i.e. pupil premium.</p> <p>To assist in the development of varying skills that support pupils' learning.</p> <p>To assist in the specific medical/care needs of pupils when specific training has been undertaken and to undertake first aid duties (training will be provided).</p>	

Support for the Teacher

- To assist in the monitoring/recording of pupil progress, problems and developmental needs.
- To assist in the production of teaching aids.
- To provide support for Form Teachers during form time i.e. taking the register.
- To undertake routine classroom administrative tasks including class lists.
- To assist in pupil supervision and assist in the management of pupil behaviour.
- 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 provide clerical and administrative support including the collection and recording of money.
- Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils' work.

Support for the School

- Transporting/accompanying pupils/staff to various curriculum activities.
- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents 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 provide pupil supervision at break times

Support for the Curriculum

- To assist the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities

Other

The above range of duties is not exhaustive but should be interpreted as generic guidelines of the range of duties to be undertaken. Other duties at the same level and of a similar nature may be interchanged or added to the list at any time following consultation and as the needs of the school dictate. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to take part in the appraisal process and attend appropriate skills training/performance development as required.

Employees are expected to work within school policies and procedures.

Employees are expected to support the ethos of the school.

Employees are expected to be aware of the confidential nature of issues related to home/pupil/teacher/school work in line with Child Protection, Safeguarding and GDPR.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Employees are expected to adhere to the standard dress code presenting a professional image to students, parents, governors and the wider community.

Valuing Diversity – to accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the school.

Equal Opportunities - we are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Customer Focus - we put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Health & Safety - all employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy

Safeguarding Commitment - this school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance – good attendance enhances the service delivered by school, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of School organisation and may change either as your contract changes or as the organisation of the School is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

Signature of post holder _____ Date _____

Signature of Headteacher/
School Business Manager _____ Date _____