BREDON
SCHOOL

JOB DESCRIPTION

Job Title: Teaching Assistant

The Role: Providing one to one support with individual students. Working under the direct instruction of teaching/senior staff.

Main Duties and Responsibilities:

Support for Pupils

- Attend to pupils academic & social needs and implement related support when needed
- Supervise and support pupils ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion of and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate
- Ensure appropriate record keeping for pupils, as directed

Support for the individuals teachers

- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Be a co-tutor
- Undertake pupil record keeping as requested
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed

Support for the curriculum

- Support pupils to understand instructions
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, as directed by the teacher
- Support pupils in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

Support for the school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in the training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times and at lunchtimes as appropriate and if required
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

Generic Accountabilities

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the role.

Safeguarding Children

In accordance with the school's commitment to adhere to the Department for Education's Keeping Children Safe in Education and all other relevant guidance and legislation in respect of safeguarding children, you will be required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school.

Confidentiality

During the course of employment the holder of the role will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulation and properly applied to pupil, staff and school business/information.