

# Sheringham High School: Teaching Assistant Job Profile

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GRADE: Up to Scale 3 depending upon qualifications and experience.

## 1. PURPOSE AND SCOPE

### **Under the instruction/guidance of the SENCo:**

- Undertake in-class and learning programmes and activities to support students with learning needs within the context of a normal full time secondary timetable, supporting their learning and social/emotional development.
- Undertake any training required to perform the duties of the role.
- Act to support individuals or groups of students, including more specialised support if necessary.
- Enable access to learning for students.
- Assist the teacher in the management of identified student(s) in the classroom. Work may be carried out in the classroom or in other teaching areas.

## 2. ORGANISATIONAL RELATIONSHIPS

- 2.1 Responsible to the SENCo but works with other staff on a day-to-day basis including educationally and medically trained colleagues and professionals.
- 2.2 Liaise with teachers, other support, health and education specialists, parents/carers, visitors and volunteers, and appreciate/support their roles.

## 3. PRINCIPAL ACCOUNTABILITIES OR ACTIVITIES

### **Support for Students**

- 3.1 To attend to the learning and social needs of students, and any other special requirements depending on the nature of a students' special needs as well as, wherever possible, making these a part of the learning experience.
- 3.2 As directed, to supervise and provide particular support for the student or students, including those with special needs, ensuring their safety and access to learning activities.
- 3.3 Assist with the development and implementation of individualised learning and behaviour plans.
- 3.4 Promote inclusion and acceptance of students while encouraging constructive relationships within the classroom and with parents.
- 3.5 Provide feedback to student(s) and their parents/carers in relation to progress and achievement under the guidance of the teacher or other relevant staff on a regular basis.

### **Support for Teachers**

- 3.6 Assist with the planning of student learning activities.
- 3.7 Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work.
- 3.8 Use strategies, in liaison with the teacher, to support the student(s) to achieve learning goals.
- 3.9 Monitor student responses to learning activities and accurately record achievement/progress as directed, and provide detailed and regular feedback to teachers on students' achievement, progress, problems, etc.
- 3.10 Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their behaviour.
- 3.11 Administer routine tests, invigilate exams, and undertake routine marking of students' work. Provide clerical/admin support, e.g. photocopying, typing, filing, money and administer coursework as required.

### **Support for the Curriculum**

- 3.12 Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses, including undertaking literacy and numeracy programmes, recording achievement and progress, and feeding back to the teacher.
- 3.13 Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use, including supporting the use of ICT in learning activities and developing students' competence in its use.

### **Support for the School**

- 3.14 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.
- 3.15 Be aware of and support difference, equality and inclusion, and ensure all students have equal access to opportunities to learn and develop.
- 3.16 Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required.
- 3.17 Assist with the supervision of student(s) 'out of lesson' times, including before and after school if necessary, and accompany teaching staff and students on visits, trips

and out of school activities as required and take responsibility for a group under the supervision of the teacher.

- 3.18 Undertake other similar activities that may fall within the grade and scope of the post as directed by the Headteacher.

#### 4. PERSON SPECIFICATION

Experience	<ul style="list-style-type: none"> <li>• Experience of working with students with learning needs.</li> <li>• Experience of operation of organisational and administrative procedures.</li> <li>• Good experience of maintaining and operating digital and paper records.</li> <li>• Working with or caring for children of relevant age (Year 7 upwards)</li> </ul>
Qualifications/ Training	<ul style="list-style-type: none"> <li>• NVQ 2 or 3 level relevant qualification or equivalent experience.</li> <li>• Good literacy and numeracy skills. GCSE in Maths and English (or equivalent NVQ 2 level).</li> <li>• ICT literate with good keyboard skills.</li> <li>• Some medical qualification and/or training would be useful.</li> </ul>
Knowledge/Skills	<ul style="list-style-type: none"> <li>• Ability to relate well to adults as well as young people.</li> <li>• Ability to work constructively as part of a team.</li> <li>• Understanding of when to seek advice from a qualified medical professional and/or teacher.</li> <li>• Understanding of a school's organisation, roles and responsibilities and your own position within the school.</li> <li>• Ability to work under pressure and be diplomatic yet firm when the occasion demands.</li> </ul>