



## **JOB DESCRIPTION**

### *Supply Teaching Assistant*

#### **Severndale Specialist Academy Vision:**

Our children and young people are aged 2 ½ to 19 and have a range of learning difficulties. These include moderate, severe, complex and profound learning difficulties, those with autism, complex medical conditions and physical and mobility difficulties. A number of our young people present behavioral difficulties arising from their condition; many have communication difficulties.

*EVERYONE VALUED....EVERYONE INCLUDED....EVERYONE LEARNING*

#### **Purpose of the Post:**

To work under the guidance and direction of the teaching staff and nominated Teaching Assistants, and within an agreed system of supervision, to implement agreed work, care and support programmes with individuals or groups, in or out of the classroom.

#### **Principal Duties and Responsibilities:**

##### *Support for Pupils*

1. Attend to pupils' personal needs, and assist with the development and implementation of Individual Education, Behaviour and Personal Care Programmes.
2. Supervise and support pupils, ensuring their safety and access to learning.
3. Establish constructive relationships with pupils and interact with them according to individual needs.
4. Promote the inclusion and acceptance of all pupils.
5. Encourage pupils to interact and work co-operatively with others, and engage in learning activities.
6. Within the context of teacher-led planning set challenging and demanding expectations for pupils, and promote self-esteem and independence.
7. Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.

##### *Support for the Teacher*

1. Assist with the planning of learning activities.
2. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.



3. Prepare the classroom as directed for lessons and clear afterward. Assist with the display of pupil's work.
4. Ensure the timely and accurate design, preparation and use of specialist equipment, resources and materials.
5. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
6. Provide detailed and regular feedback to teachers on pupils' achievement, progress and problems.
7. Maintain records as requested.
8. Administer routine tests, invigilate exams, and undertake routine marking of pupil's work, accurately recording achievement and progress.
9. Promote good pupil behaviour, dealing with challenging behaviour in line with established policy and individual plans and encourage pupils to take responsibility for their own behaviour.
10. Provide general clerical and administrative support eg. administer coursework; produce worksheets for agreed activities, photocopying, typing, filing etc.

*Support for the Curriculum*

1. Support pupil understands through use of appropriate communication
2. Undertake structured and agreed learning activities and teaching programmes, adjusting activities according to pupil responses.
3. Support pupils in using ICT and develop pupils' competence and independence in its use.
4. Prepare, maintain and use equipment/resources required to meet the lesson plans and relevant learning activities and assist pupils in their use.
5. Monitor and manage stock and supplies, cataloguing as required.

*Support for the School*

1. Be aware of and comply with all policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Be aware of and support difference and ensure that pupils have equal access to opportunities to learn and develop.
3. Contribute to the overall ethos, work and aims of the school.
4. Appreciate and support the role of other professionals.



5. Attend and participate in relevant meetings as required.
6. Participate in training and other learning activities and performance development as required.
7. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
8. Accompany teaching staff and pupils, as appropriate on visits, trips and out of school activities, and supervise small groups of pupils on specific educational visits as agreed with Educational Visits Co-ordinator.

**Reporting**

- Line Manager: Class Teacher, Assistant Principals and ultimately the Principal

The above job description does not define in detail all of the duties and responsibilities of the post in question. It may be necessary to re-evaluate areas of responsibility. After due consideration and discussion areas may be amended in consultation with the Principal.

**Conditions of Service:**

1. To provide for the education and welfare of a designated class/group of pupils in accordance with the requirements of the Conditions of Employment for school support staff.

Having due regard to the requirements of the National Curriculum, the schools aims and objectives, schemes of work, and to adhere to the policies and procedures adopted by the governing body of the school.