

Ponteland High School (PELE TRUST) - Teaching and Curriculum Support Assistant

Job Description

Post Title: Teaching Assistant (Level 2)	Director/Service/Sector: Children’s Services		Office Use
Band: 4 + SSA	Workplace: Ponteland High School		JE ref: HRMS ref:
Responsible to: HLTA / LINE MANAGER MANAGING SUPPORT STAFF	Date: Sept 2022	Manager Level:	
Job Purpose: To work under the guidance of teaching/senior staff to support access to learning for pupils, provide general support to the teacher in the management of pupils and take a lead role to address the needs of pupils who require particular help to overcome barriers to learning . Work may be carried out in the classroom or outside the normal teaching area.			
Resources	Staff	Assisting with support of new TA staff	
	Finance	Not Applicable	
	Physical	Responsibility for equipment and materials relating to the role.	
	Clients	Relevant School pupils and small group classes where appropriate.	
Duties and key result areas:			
Support for Pupils			
1. Assess the needs of pupils and use detailed knowledge and specialist skills to support the learning of pupils. 2. Assist in the development and implementation of Individual Learning Plans that may include social, health, physical, hygiene and welfare objectives. 3. Supervise and support children in their access to learning. 4. Establish strong relationships with pupils, acting as a role model and responding to the needs of each individual child. 5. Actively promote inclusive practice within the classroom setting to ensure acceptance of all children. 6. Encourage children to play and interact with one another. 7. Encourage children to engage in, and participate in learning activities led by the class teacher. 8. Have challenging expectations that encourage children to act independently and build self esteem. 9. Provide feedback to pupils in relation to progress and achievement under the guidance of the class teacher. 10. Support pupils with intimate care needs, if required.			
Support for the Teacher			
1. Organise and manage appropriate learning environments and resources for learning in line with teachers' lesson planning. 2. Within an agreed system of supervision, plan challenging teaching and learning objectives and evaluate and adjust learning plans as appropriate. 3. Assist the supervising teacher with the planning of learning activities.			

4. As directed by the class teacher:
 - a. Prepare the classroom prior to a lesson
 - b. Clear up after a lesson
 - c. Manage the display of pupils' work
5. Report to the classroom teacher, as agreed, on:
 - a. Pupil problems
 - b. Pupil progress
 - c. Pupil achievements
6. Undertake the maintenance of pupils' records as directed by the class teacher.
7. Support the teacher in the management of pupil behaviour.
8. Gather information from parents and carers as directed by the class teacher.
9. Establish constructive relationships with parents and carers.
10. Administer routine tests and invigilate exams.
11. Undertake the routine marking of pupils' work e.g. routine spelling tests, routine maths tests etc.
12. Provide the classroom teacher with clerical and admin support, particularly in:
 - a. Undertaking bulk photocopying
 - b. Word processing and filing
 - c. Administering course work

Support for the Curriculum

1. Manage after-school homework support for individual students
2. Deliver learning activities to pupils within an agreed framework of supervision, adjusting activities to meet pupil needs
3. Deliver local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
4. Support use of ICT in learning and develop pupils' competence and independence in its use.
5. Help pupils access learning activities through specialist support.
6. Advise on appropriate deployment and use of specialist equipment or resources

Support for the School

1. Comply with all school policies relating to:
 - a. Health and Safety
 - b. Equal Opportunities
 - c. Child Protection
 - d. Confidentiality and data protection.
2. Work in such a way as to promote the ethos and vision of the school.
3. Participate in training and development, and activities that contribute to the management of performance.
4. Assist with the management of pupils outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the class teacher and member of the school's management.
5. To undertake other duties and responsibilities as required commensurate with the grade of the post.

Line management responsibilities (as required)

1. Assist with the following activities, where appropriate and as directed by SLT:
 - a. Recruitment of staff
 - b. Induction of staff
 - c. Staff training
 - d. Mentoring and coaching of staff
2. To undertake other duties and responsibilities as required commensurate with the grade of the post.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:

Working patterns:

Working conditions: