

Winsford Academy

Teaching Assistant Grade 4

Job Description

JOB TITLE	General Teaching Assistant		
REPOSIBLE TO	SENCO	GRADE	4

BASIC JOB PURPOSE

1. To provide general support in classroom management and in the supervision of students, while maintaining a purposeful, orderly and supportive environment
2. To support the teaching staff and teaching assistants in the development and education of pupils in accordance with the aims and policies of the school.

MAIN RESPONSIBILITIES

1	Assist teaching staff in the delivery of learning activities and work programmes and undertake predetermined activities with pupils so that their intellectual and social development (including self-reliance and self-esteem) is fostered.
2	To provide in class note taking facilities for pupils with literacy, sensory, physical or communication and organisational difficulties and disseminate the information to students in an accessible format
3	Supervise the activities of individuals or groups of pupils both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy.
4	To provide general classroom support across key stages 3, 4 & 5 and to help to ensure that all pupils to have access to the curriculum
5	To ensure that pupils are aware of the school's behaviour policy and support pupils to understand the consequences of their behaviour, and to report any incidents of unacceptable behaviour of issues of concern to the appropriate member of staff
6	To help to distribute materials and equipment as required
7	To contribute to and to attend meetings as required including departmental and those including external agencies and those involving parents
8	To ensure that students are able to use equipment and materials and to assist where students are unsure of the task, meanings of words or spellings

9	To motivate and encourage students and to assist students to concentrate on and complete work that has been set while developing their thinking skills
10	To use ICT effectively to support learning activities
11	To maintain awareness of targets and current attainment of pupils
12	To assist with the implementation of access arrangements for individual students
13	To undertake a range of clerical/administrative tasks as required
14	To assist as directed during school and public examinations sessions including invigilation
15	To assist with the personal and physical needs of students including health and hygiene matters including lifting, manual handling and transfer of physically disabled pupils as required
16	To take part in Performance Management
17	To take responsibility for one's own training needs; attending INSET training and to attend relevant external courses as necessary
18	To undertake lunchtime supervisory duties as directed by the Lead TA
19	To provide occasional emergency cover for absent colleagues within the SEN team
20	To actively safeguard and promote the welfare of children at all times
21	To ensure that all activities undertaken are done so safely and to report any unsafe practices or conditions identified as soon as possible to a line manager
Notwithstanding the detail in this job description the job holder will undertake such work as may be determined by the Principal/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job.	

Signed acceptance by Post Holder (sign)	
Name of Post Holder (print):	
Date:	