

## JOB DESCRIPTION

<u>Job Title</u>	Teaching Assistant
<u>Grade</u>	H1 - 2
<u>School</u>	Roysia Middle School, Royston, Herts
<u>Responsible to</u>	Headteacher

### **1. PURPOSE OF YOUR JOB**

To help the school raise standards

To provide high level support with the children's educational, physical and social needs.

To inform staff on progress and behaviour of children

### **2. MAIN AREAS OF RESPONSIBILITY**

Support for pupils:

- clarify and explain instructions
- ensure the children are able to use equipment and materials provided safely
- motivate and encourage the children to stay on task
- identify individual needs
- contribute to the pastoral care of children
- work with small groups outside the classroom
- prepare lessons from teachers' planning

Support for the teacher:

- assist with behaviour and discipline
- assist the development of resources
- review progress and assist with planning

Support for the school:

- raise standards in the school
- attend relevant courses
- maintain confidentiality
- provide general support as required e.g. display work

Support with the curriculum:

- teach relevant programmes that support the Literacy and Numeracy in the school, including relevant assessment and recording.
- provide support for all other areas of the curriculum
- support specific aims in lessons as planned and directed by the teacher
- develop awareness of curriculum targets and support work towards them

### **3. SUPERVISION**

To work under the supervision of the class teacher/INCo

### **4. JOB CONTEXT**

The postholder is one of a team of teachers and assistants who support the learning of pupils. Flexibility by all staff is important in order to meet the varied needs of pupils.

The postholder is managed by the SENCo but may work with several teachers. The jobholder works under the day-to-day supervision of the teacher to whom he/she is assigned.

## **5. REVIEW OF DUTIES**

The specific duties attached to any individual are subject to review and may, after discussion with the postholder, be changed.

*Our schools are committed to safeguarding the wellbeing of our pupils. Successful candidates will be required to be checked with the disclosure and barring service (DBS). Further information about the disclosure can be found at [www.disclosures.co.uk](http://www.disclosures.co.uk). The Royston Schools Academy Trust is an equal opportunities employer.*

September 2017