



# SIR THOMAS BOTELER CHURCH OF ENGLAND HIGH SCHOOL

THROUGH GOD, WE CARE

Post: Teaching Assistant Level 3

Responsible to: SENCO

Grade: Grade 5 / Point 14-18

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## Purpose

The postholder will work with and supervise individuals and groups of children under the direction or instruction of teaching and/or senior staff. They will enable access to learning for all pupils taking into account individual learning needs and provide assistance and support in classroom management and behaviour techniques. **They will also provide specialist support within English curriculum/ co-ordination of Speech and Language therapy /resource area.**

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## Principle Accountabilities:

### Support for the pupil:

- Establish good working relationships with pupils, acting as a role model and setting high expectations.
- Provide consistent support to all pupils, responding appropriately to individual pupil needs.
- Provide under the direction of the SENCO/English department, 1-1 support and small group work.
- Assist with the development and implementation of Individual Education Plans.
- Promote inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure.
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction on the teacher.
- Use specialist (curricular/learning) skills/training/experience to support pupils.

## SUPPORT FOR THE TEACHER:

- Assist with the display of children's work
- Establish and maintain an appropriate learning environment under the supervision of the teacher.
- Contribute to lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records in agreed format with the teacher/SENCO contributing to reviews of systems/records as requested.
- Administer and assess routine primary tests and accurately record achievement/progress.
- Promote positive values attitudes and good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within role/responsibility and participate in feedback sessions/meetings with parents.

## SUPPORT FOR THE CURRICULUM:

- Support the delivery of agreed learning activities/learning programmes, adjusting activities according to pupil learning styles and individual needs.
- Support the delivery of literacy/numeracy programmes, effectively utilising all alternative learning opportunities to support extended development.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Assist pupils to access learning activities through specialist support eg., curriculum/SEN specialism.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

## SUPPORT FOR THE SCHOOL

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection (in line with GDPR). Report all concerns to the appropriate person (as named in the policy concerned) and SENCO.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the school ethos, aims and development/improvement plan.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher to support achievement and progress of pupils.
- Attend and participate in regular meetings as appropriate.

- Participate in training and other learning activities as required.
  - Establish own best practice and use to support others.
  - Assist in the supervision, training and development of classroom support staff.
  - Assist with the planning of opportunities for pupils to learn in-out-of-school contexts, according to school policies and procedures and within working hours.
  - Accompany teaching staff and pupils on visits, trips and out of school activities as required, also assist with the organisation of this.
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## Key knowledge & skills:

- Sound knowledge of Microsoft software, SIMS.NET.
  - Excellent language skills with an interest in Speech and Language Therapy
  - Excellent communicator both verbally and in writing with the ability to deal sensitively with all customers.
  - Ability to teach small groups with Speech and Language / English e.g. Entry Level Certificate or ASDAN
  - Good keyboard / computer skills
  - Ability to work as part of a team.
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## Events to attend:

- Department meetings
  - Staff meetings
  - Other school events and meetings as directed by the Headteacher
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## Working Relationships:

Internal – Teaching and Support Staff, Governors

External – Parents/Carers, TCAT Staff, LA Staff, Public

**The details in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Headteacher will expect to revise this Job Description from time and will consult with the post holder at the appropriate time.**