



# HAWKLEY HALL HIGH SCHOOL

## JOB DESCRIPTION

### 1. INTRODUCTION

1.1 **NAME OF POSTHOLDER:**

1.2 **JOB TITLE:** Temporary Teaching Assistant

1.3 **JOB PURPOSE:** Under the reasonable direction of the Headteacher, carry out the professional duties of the post.

Work under the instruction/guidance of teaching/senior staff, in the classroom or outside the main teaching area.

Undertake support programmes.

Enable the access to learning for students.

Assist the teacher in the management of students in the classroom.

Support the aims and objectives of the School

1.4 **Line Management:** Reporting to Inclusion Centre Manager

1.5 **Liaising With:** Headteacher, senior leadership team, relevant teaching and support staff, relevant external agencies and parents.

1.6 **Salary Scale:** Grade 3 Point 10 – 15 £15,390 - £17,167 (pro rata)

1.7 **Working Time:** 25.5 hours per week term time only, between 8am and 4.30pm

1.8 **DBS Disclosure Level:** Enhanced

**Dated** September 2017

## TA GENERAL (LEVEL 2)

### Grade 3

#### SUPPORT FOR STUDENTS

- Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with students and interact with them according to individual needs
- Promote the inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to students in relation to progress and achievement under guidance of the teacher

#### SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work
- Use strategies, in liaison with the teacher, to support students to achieve learning goals
- Assist with the planning of learning activities
- Monitor students' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on students' achievement, progress and problems
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of students' work
- Provide clerical/admin support, for example, photocopying, basic typing, filing, money, administer coursework

#### SUPPORT FOR THE CURRICULUM

- Deliver structured and agreed learning activities/teaching programmes, adjusting activities according to student responses
- Deliver programmes linked to local and national strategies, for example, literacy, numeracy, KS3 and early years, recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Prepare, maintain and use those resources required to meet the relevant learning activity and assist students in their use

#### SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as may be reasonably directed
- Participate in training, other learning activities and performance management as may be reasonably directed
- Assist with the supervision of students out of lesson times, including before and after school as may be reasonably directed
- Accompany teaching staff and students on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed.
- Be a designated first aider.

Play a full part in the life of the school community, to support its distinctive mission and ethos.

## SIGNATURES

The school will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed .....  
(Support Staff)

Signed .....  
(Headteacher)

Dated .....  
(Support Staff)

Dated .....  
(Headteacher)

**TEACHING ASSISTANT**

**PERSON SPECIFICATION**

The successful candidate will possess:

**Essential**

- Grade C GCSE or equivalent Mathematics and English Language (Proof required at interview)
- An empathy with children
- A high degree of organisation
- The ability to work as a supportive team member
- An understanding of educational issues
- A sympathetic and supportive attitude to students with additional needs
- A willingness to undergo training when necessary
- An ability to work closely with both students and staff
- An understanding of the confidentiality necessary within the Learning Support Faculty.
- Excellent attendance and punctuality records from previous employment

**Desirable**

- Previous experience of working with children.

The Teaching Assistant will be an important member of the Support Team. The TA will assist in the personal, social and educational needs of students with additional needs.