



## Norbury Manor Business and Enterprise College for Girls

<b>JOB TITLE:</b>	<b>Teaching Assistant</b>
<b>REPORTS TO:</b>	<b>Head of subject, head of faculty</b>
<b>HOURS OF WORK:</b>	<b>08.00 to 16.00, five days a week, term-time only</b>
<b>SALARY:</b>	<b>Grade 2, SCP3</b>

### **Job Purpose**

To work with teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff; may be responsible for some learning activities within the overall teaching plan.

### **Key Accountabilities**

1. To implement planned learning activities and teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
2. To participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
3. To support the teacher in monitoring, assessing and recording pupil progress and activities.
4. To provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
5. To support learning by arranging or providing resources for lessons and activities under the direction of the teacher.
6. To support pupils in social and emotional well-being, reporting problems to the teacher / pastoral lead / DSL as appropriate.
7. To share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate.
8. To understand and support independent learning and inclusion of all pupils as required.
9. To assist in the development of individual development plans and EHCP's for pupils.
10. To support the work of volunteers and other teaching or learning support assistants in the classroom.
11. To support the use of ICT in the curriculum.
12. To invigilate exams and tests as required.
13. To assist in escorting and supervising pupils on educational visits and out of school activities.

14. To select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays.
15. To support pupils in developing and implementing their own personal and social development.
16. To monitor and manage stock and supplies for the classroom.
17. Assisting with smooth transfer of information from primary schools for new Year 7's

### **Relationships**

- Establish good working relationships with class teachers and work effectively with other staff
- Engage positively with students and form constructive relationships to ensure effective learning and good behaviour management in all lessons
- To liaise with teaching staff, other teaching and learning support assistants on a regular basis to coordinate work and share outcomes

### **Work Context**

- To assist the class teacher in maintaining a safe and secure environment and follow college procedures on behaviour management, confidentiality, child protection and health and safety
- To play a full part in the life of the college community, to support its mission and ethos and to encourage staff and students to follow this example

### **Other**

- To commit to the college performance management programme, reviewing your own contribution to the organisation and participating in CPD as required to meet the requirements of your job role and meet legislative requirements
- Perform any reasonable duties as requested by the headteacher