



# Our Lady Star of the Sea

We are growing in God's love... achieving our dreams

Thorpe Road, Horden, Peterlee, Co. Durham, SR8 4AB

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Executive Headteacher: Mrs L. Ashton

## Job Description – Enhanced Teaching Assistant Grade 5

### Duties and Responsibilities – Support for Pupils, Teachers and the Curriculum

- Work in partnership with teachers and other professional agencies to provide effective support with learning activities;
- Awareness of and work within school policies and procedures;
- Support pupils to understand instructions, support independent learning and to promote the inclusion of all pupils;
- Implement and contribute to planned learning activities/teaching programme as agreed with the teacher, adjusting activities according to pupils' response as appropriate;
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress;
- Support the teacher in behaviour management and keeping pupils on task based on the expectations for individual pupils;
- Under the guidance of the teacher monitor, assess and record pupil progress/activities;
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher;
- Support learning by arranging/providing resources for lesson/activities under the direction of the teacher and in line with the health and safety requirements;
- Support pupils in their social development and their emotional well-being, reporting problems to the teacher as appropriate;
- Support pupils with SEND needs as appropriate;
- Contribute to pupils' plans and reports;
- Support the work of volunteers and other teaching assistants in the classroom;
- Support the use of ICT in the curriculum;
- Work with pupils not working to the normal timetable using Teacher's planning;
- Undertake pupil record keeping and maintenance of records as requested;

- Provide cover to supervise a class and/or small group on an unexpected non timetable basis only;
- Assist in supervising pupils on educational visits and out of school activities;
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes, but not as a supervisory assistant;
- Maintain a clean, safe and tidy learning environment;
- Support children's learning through play and planned learning activities;
- Support pupils in developing and implementing their own personal and social development;
- May be asked to administer medications subject to agreement and in line with school policy;
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;
- Provide basic first aid, if appropriate, ensuring timely referral to the health service in emergency situations;
- Monitor and manage stock and supplies for the classroom;
- Prepare and present displays;
- Provide support to pupils who have communication difficulties also where English is an additional language; Support for the School;
- Be aware of and comply with policies and procedures relating to safeguarding/child protection, confidentiality and data protection, reporting all concerns to the appropriate person;
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times;
- Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop;
- Contribute to the overall ethos, work and aims of the school;
- Maintain good relationships with colleagues and work together as a team;
- Appreciate and support the role of other professionals;
- Attend relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory;
- To support the medical needs of a child as required

- Be able to work collaboratively with a variety of external agencies, to follow advice given by Behaviour Specialists, Educational Psychologists, Speech and Language Therapists and Occupational Therapists.
- To support the pupil in developing social skills both in and out of the classroom
- To contribute towards reviews of the pupils' progress as appropriate
- To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
- To take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties and complex medical needs
- To access training so that positive handling techniques are applied to best support the children's needs.
- To contribute towards pupils', SEND reviews
- To support child with intimate care needs.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head Teacher.