

# South Dartmoor Community College and the Atrium

## Job Description



- Job Title:** Teaching Assistant
- Location:** Across the Trust based at South Dartmoor Community College and the Atrium
- Department:** SEND
- Grade:** NJC Grade B, Scale point 2-3 (£18,516-£18,887 pro rata)
- Hours:** 30 hours a week, 39 weeks per year (40 minute unpaid break) – possibility of increasing up to 34 hours per week subject to approval.
- Reports to:** SENDCo
- Job Purpose:** Under the direction/instruction of SENCO provide general support to staff and pupils.

### Purpose of Job

To work under the instruction/guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could involve assisting the teacher in the management/preparation of resources and delivering the programmes to the students. The role will be to respond to questions and generally assist students in undertaking set activities.

### Major Responsibilities

To work under guidance to deliver learning by:

- Providing support for students, including those with special needs, ensuring their access to learning activities.
- Assisting the teacher in the management of students and the management of the classroom.
- Assisting the teacher with the planning of learning activities.
- Undertake students' record keeping which will include recording students' response to learning activities.
- Promote positive student behaviour, deal promptly with conflicts and incidents in line with established policy and encourage students to take responsibility for their own behaviour.

### DUTIES

#### Support the Teacher by:

- Working with the Teacher to establish an appropriate learning environment.
- Monitoring and evaluating students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Having responsibility for updating records as agreed with the teacher, contributing to the reviews of systems/records as requested.
- Promoting positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging students to take responsibility for their own behaviour.
- Administering routine tests and invigilating exams/tests.
- Providing general clerical/administrative support eg producing worksheets for agreed activities.

#### Support the Students by:

- Establishing productive working relationships with students, acting as a role model and setting high expectations for behaviour and learning.
- Promoting the inclusion and acceptance of all students within the classroom.
- Working consistently whilst recognising and responding to individual student needs.
- Encouraging students to interact and work cooperatively with others and engaging all students in activities.
- Promoting independence and employing strategies to recognise and reward achievement of self-reliance.
- Providing feedback to pupils in relation to progress and achievement.

### **Support the Curriculum by:**

- Implementing agreed learning activities/teaching programmes, adjusting activities according to students' responses/needs.
- Supporting the use of ICT in learning activities and developing student competence and independence in its use.
- Helping students to access learning activities through specialist support.

### **Support the School by:**

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensuring all students have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the school.
- Attending and participating in regular meetings.
- Participating in training and other learning activities as required.
- Accompanying teaching staff and students on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher.

### **WeST**

- Preparing and contributing to Trust wide development by sharing best practice and professional feedback.
- To assist with the production and analysis of regular reports on activity for use at management meetings and feedback, as appropriate for the role.
- To maintain designated databases / files in accordance with Trust policies for data governance, as appropriate for the role.
- To comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality & Diversity

South Dartmoor Community College is committed to providing access, aids, adaptations and alternatives wherever possible and reasonable to enable disabled people to fulfil the criteria for, and undertake the duties of, its jobs.

This document outlines the duties and level of responsibilities required of this post at the time of appointment. It is not an exclusive or comprehensive list. Duties may vary from time to time without changing the characteristics of the job or level of responsibility.

Job Description produced by Executive Head teacher, July 2021