



# REDRUTH SCHOOL

<b>Job title:</b>	Teaching Assistant
<b>Hours</b>	30 hours (variable), term-time only
<b>Responsible to:</b>	Deputy Headteacher (Pastoral)/SEND/CO/Teaching staff
<b>Direct supervisory responsibility:</b>	None
<b>Indirect supervisory responsibility:</b>	None
<b>Important Functional Relationships:</b>	Teachers, students, support staff, parents and carers

## **Main purpose of the job**

To take a pro-active role in the support of the educational, social and physical needs of the students; to support the curriculum and the school through the provision of assistance to the classroom teacher in the practical organisation of class activities and small group work.

## **Duties and responsibilities:**

1. To assist individuals and groups of students in developing knowledge, skills and attitudes as defined by the curriculum. To take into account the learning support involved to aid the students to learn as effectively as possible.
2. To establish supportive relationships with the student/s concerned and to encourage acceptance and inclusion of all students.
3. To encourage social integration and individual development of students. To develop methods of promoting and reinforcing students' self-esteem.
4. To assist in preparing, using and maintaining relevant teaching resources, including wall displays, and cleaning up classrooms after activities. To ensure that basic classroom materials are available for use.
5. To assist with lunch and break time supervision of students on a rota basis in accordance with school policy.
6. To accompany students on educational visits and outings as supervised by the classroom teacher.
7. To assist with the assessment, monitoring and recording of students' progress, health, behaviour and general well-being. To feedback any information (including concerns) regarding the well-being and educational needs of students to the relevant member of staff or Deputy Headteacher as appropriate.

8. To be aware of confidential issues linked to home/student/teacher/school work and to ensure the confidentiality of such sensitive information.
9. To supervise an individual, or small group of students, within a class under the overall control of the teacher.
10. To administer minor first aid (as trained), assist in the dispensing of medically prescribed controlled drugs (as per the approved procedure) and to assist with the personal hygiene and physical needs of students with regard to health and safety as required.
11. To carry out administrative tasks associated with all of the above duties as directed by the teacher.
12. To remain aware of, and work within, all relevant school working practices, policies and procedures.
13. To attend staff meetings and school-based INSET as required. To meet with the SENDCO and/or other appropriate staff.
14. The post holder is responsible for his/her own self-development on a continuous basis.
15. To be aware of, and work in accordance with, the school's Child Protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.
16. To be aware of, and adhere to, Redruth School's applicable rules, regulations, legislation and procedures including the school's Code of Conduct, and national legislation (including Health and Safety, GDPR etc).
17. To undertake other duties appropriate to the grading of the post as required.
18. To maintain confidentiality of information acquired in the course of undertaking duties for the department.

## **PERSON SPECIFICATION**

**Job Title:** Teaching Assistant

**Person specification prepared by:** Redruth School

**Date:** June 2020

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b>Relevant experience</b>	Previous experience of working with students	Previous experience of working with students, within a classroom environment or similar	Application form Interview
<b>Education and training</b>	Good levels of literacy and numeracy  English and Mathematics GCSE grade C/4/NVQ level 2		Application form  Interview
<b>Special knowledge and skills</b>	Organisational skills  Good communication skills	Knowledge of issues relevant to education and child development	Interview
<b>Any additional factors</b>	Able to prioritise between different demands  Ability to work to deadlines  Self-motivated, and able to work in a team  Patient and friendly approach	Able to work without supervision	Interview