**School Name: Acklam Grange School**

**Post Title: TEACHING ASSISTANT REFLECT**

**Responsible to: HEADTEACHER**

**DIRECTOR OF CORPERSATE SERVICES**

**WHOLE SCHOOL BEHAVIOUR MANAGER**

**JOB SPECIFICATION: MAIN RESPONSIBILITIES OF THE POST**

To complement the professional work of teachers by supporting learning activities under an agreed system of supervision. This includes the preparation and maintenance of resources to support staff in the delivery of learning activities for individuals/groups or for whole school classes.

**STUDENT SUPPORT:**

* Support the needs of students in accessing learning activities under the guidance of the teacher
* Establish productive working relationships with students, acting as a role model and setting high expectations
* Promote the inclusion and acceptance of all students within the classroom
* Promote good student behaviour, dealing with incidents in line with established policy and support the teacher in managing pupil behaviour, reporting difficulties as appropriate
* Support students consistently whilst recognising and responding to their individual needs
* Encourage students to interact and work co-operatively with others and engage all pupils in activities
* Ensure the health and safety and good behaviour of students at all times
* Support student achievement and student welfare
* Provide administration support as requested

**TEACHER SUPPORT:**

* Support and assist in the preparation of appropriate learning environment and resources
* Assist in the deployment of equipment and resources and making them ready for use
* Assist in the preparation of display materials
* Organisation and preparation of classroom resources in accordance with lesson plans and assist students in their use
* Maintenance of student records as necessary and gather/report information to peers in support of behaviour/rewards
* Working with an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence
* Demonstrate and assist other in safe and effect use specialist equipment/materials
* Undertake structure and agreed learning activities

**SUPPORT FOR THE CURRICULUM:**

* Support delivery of learning activities to students within agreed system of supervision, working with teachers to adjusting activities according to pupil responses/needs
* Contribute to the delivery of local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of students’ skills
* Use ICT effectively to support learning activities and develop students’ competence and independence in its use
* Select and prepare resources necessary to lead learning activities, taking account of students’ interests and language and cultural backgrounds

**SUPPORT FOR THE SCHOOL:**

* Be aware and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
* Develop time management skills
* Develop team work and professional relationships
* Develop work efficiency and own initiative skills
* Develop customer service skills
* Contribute to the overall ethos/work/aims of the school
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
* Take the initiative to develop appropriate multi-agency approaches to supporting students
* Awareness of health and safety

**Other duties commensurate with the grade of the post as required by the Headteacher or Reflect Manager.**