

**DURHAM TRINITY SCHOOL & SPORTS COLLEGE**

**TEACHING ASSISTANT JOB DESCRIPTION**

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| **Name** |  | **Department base** | Nursery/ Primary/secondary/specialist ASD/PMLD |
| **Reporting to:** | Relevant Key Stage Leader, Assistant Headteacher, Deputy Headteacher, Headteacher, Governing Body | | |
| **Responsible for:** | Supporting and assisting teaching/HLTA staff as part of a professional team to contribute to raising standards of pupils' achievement and to undertake a range of learning activities under the professional direction and supervision of qualified teachers/HLTA’s and/or senior colleagues, in line with the school’s policies and procedures. | | |
| **Liaising with:** | School staff and other agencies as required. | | |
| **Working Time:** | Term Time 32.5 hours per week plus 5 CPD days (or equivalent) | | |
| **Salary/Grade:** | Enhanced – Grade 5 | | |
| **Job Evaluation code:** | N6773 | | |
| **Disclosure Level** | Enhanced DBS  Disqualification by Association | | |

**As part of the staff of Durham Trinity School & Sports College you will be expected to:**

* Promote the agreed aims, ethos and policies of the school at all times.
* Actively contribute to, and work as a member of the staff team.
* Take part in training as appropriate to the post.
* Be an effective role model for the standards of behaviour expected of pupils.
* Collaborate and work with colleagues and other relevant professionals within and beyond the school.
* Establish and maintain effective working relationships with professional colleagues and parents/carers.

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| **Key Duties**  **Supporting teaching & learning**   * Using specialist knowledge to support pupils. * Working with pupils on individual targets set by teaching staff. * Assisting teaching staff in the monitoring, recording and evaluation of pupil’s progress, including providing feedback on observations undertaken. * Assisting in the assessment of individual pupils. * Contributing to lesson evaluation. * Assisting in compiling and maintaining pupils' records. * Carrying out appropriate schemes of work and programmes set by the teaching staff for pupils and to assist in the preparation of learning materials for this purpose. * Working effectively with other staff in establishing routines for students. * Assisting with the teaching of whole class, groups and individuals as required. * Assisting in the preparation of work and other activities for pupils in accordance with objectives set by teaching staff. * Provide learning activities for individuals and groups of pupils and also under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils. * Assess record and report on development, progress and attainment as agreed with the teacher. * Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved, to the attention of the teacher. * Plan and evaluate specialist learning activities with the teacher, writing reports and records as required. * Select and adapt appropriate resources/methods to facilitate agreed learning activities. * Provide short term cover supervision of classes. * Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties.   **Supporting pupils social/emotional/behavioural development:**   * Guide and support pupils in their personal, emotional and social development * Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence * Providing support to teachers in developing effective approaches to manage behaviour and discipline difficulties. * Assisting in behaviour management of pupils, following behaviour plans and applying strategies as identified for individual pupils. * Assisting in the setting of behaviour targets, communicating behaviour plans with other staff and monitoring their effectiveness * Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate. * Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas.   **Continuing Professional Development**   * Participate in arrangements for the appraisal and review of own performance. * Participate in arrangements for further training and professional development (to meet the needs of the school and/or own professional needs).   **Other duties:**   * Invigilate exams and tests, as required. * Escort and supervise pupils on educational and out of school activities, as required. * Prepare and present displays.   The details of this job description are not exhaustive and other duties relevant to the post, may, from time to time be required without changing the character of the post.  This job description will be reviewed regularly and, if necessary, amended in consultation with the teacher. All posts will be reviewed annually. |

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| **Signed** **Date** |