

**Bracknell Forest Council
Garth Hill College**

JOB DESCRIPTION

Department: EDUCATION	Section:
Post Number:	Location:
Job Title: TEACHING ASSISTANT 2	Grade/Salary Range: BG–J 4-6

JOB PURPOSE

To assist the teacher with the learning of individuals and groups of pupils in the classroom. Under the instruction/guidance of teaching staff to work with pupils, and to undertake programmes of work, care and support to enable pupils to progress and learn.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Responsible to SENDCO, or deputy in his/her absence, and deployed to meet pupil needs across the College as required.

MAIN DUTIES AND RESPONSIBILITIES

Under the instruction/guidance of teaching/senior staff :-

- Supervise and provide particular welfare/personal support for pupils including those with SEN and ensure their safety. This could include the administration of medicines to pupils.
- Promote inclusion, establish constructive relationships with pupils and interact with them according to their individual needs.
- Encourage pupil interaction and engagement with teacher led activities.
- Assist with the development and implementation of individual education/behaviour plans and personal care programmes and provide specific curriculum/departamental support.
- Under guidance from the teacher provide feedback to pupils relating to progress and achievement, whilst setting challenging and demanding expectations, promoting self-esteem and independence.
- Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans, prepare, maintain and use equipment/resources/displays and assist pupils accordingly.
- Assist with the planning of learning activities and strategies to support pupils learning goals.
- Undertake routine class invigilation and basic marking of pupils' work.
- Monitor and record pupil progress and report as required.
- Promote good pupil behaviour dealing promptly with incidents according to established policy and encourage pupils to take responsibility for their own behaviour.
- Meet parents/carers to discuss routine issues concerning pupils.
- Provide clerical/administrative support e.g. typing, filing, photocopying, collecting money etc.
- Undertake pre-determined structured agreed learning activities, including literacy/numeracy programmes, recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in class and develop pupils' competence in its use.
- Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Actively support the school and borough equal opportunity policies and ensure that all pupils have an equal access to opportunities to learn and develop.

- Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend and participate in relevant meetings as required.
- Be aware of and take part in the schools performance management framework and participate in training and development activities as required.
- Assist with the supervision of pupils out of lesson times and accompany school trips and other out of school activities and take responsibility for a group under the supervision of the teacher.
- Undertake any other similar duties as required.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

Under instruction the postholder will be responsible for the management of classroom resources, the replenishment of materials, setting up of the classroom and ensuring safety of the teaching environment.

All employees working with children and young people have a responsibility for safeguarding and promoting their welfare.

Date:

Signature: