



Derby Grammar School

Where you belong

Job Title	Teaching Assistant
Purpose	<p>The Teaching Assistant will support pupils with SEND needs such as ASD, speech, language and communication, SEMH, and SpLD such as dyslexia, working to close the learning gap between them and their peers.</p> <p>The Teaching Assistant will support pupils both in class and via specific one to one interventions, and may also liaise with external providers such occupational therapists and speech and language therapists.</p> <p>He/she will play a part in delivering the School's aims and ambitions, and make a positive contribution to the wider life and ethos of the School.</p>
Responsible to	SENDSCO (and ultimately, the Head)
Safeguarding	Every member of staff has a responsibility to be proactive in promoting and safeguarding the welfare of all pupils in line with School policies and procedures.

Specific Responsibilities

- Support designated pupils to play a full role in the life of the school, building their confidence and self esteem.
- Help designated pupils develop social skills.
- Build and maintain a successful relationship with designated pupils, treating them consistently with respect and consideration.
- Support pupils' individual needs and skills.
- Keep the pupil on task in classes and build motivation by modelling good practice.
- Keep records and evaluate the pupil's progress.
- Assist with the development and implementation of support plans.
- Work with the pupil under the direction of the teaching staff.
- Support the pupil through the technique of scaffolding to complete activities within a set time frame.
- Help the pupil record work in an appropriate way and to develop study and organisational skills.

- Implement behaviour management policies in accordance with guidance provided by the teacher.
- Attend formal and informal meetings with teachers to contribute to planning lessons/activities.
- Prepare materials and resources to support the pupil as necessary.
- Prepare the pupil beforehand for a task, e.g. pre-teaching.
- Supervise practical tasks during subject lessons.
- Carry out structured classroom assessment/observation and feedback outcomes.
- Assist pupils with physical needs.
- If required, supervise the pupil for limited and specified periods, such as break-times and facilitate games and activities.

Professional development

- Participate in the appraisal and performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager
- Engage in professional development by attending relevant courses and meetings as agreed with your line manager.

General responsibilities

- Maintain good order and discipline among pupils and safeguard their health and safety both at School and on organised events outside school.
- Comply with all School policies, including the School's Health and Safety policy.
- Operate all equipment safely in accordance with training and report any faults with equipment, fixtures and fittings to the subject teacher.
- Assist with escorting pupils on educational visits.
- To respect confidentiality at all times.
- Maintain appropriate records and provide relevant, accurate and up to date information for registers and information management systems.
- Support wider extra-curricular activities in the School.
- Attend and participate in, as required, general School functions, assemblies, meetings, social and cultural events.
- Liaise and promote positive relationships with parents/carers and outside agencies regarding pupil progress and welfare issues.
- Promote the general progress and wellbeing of individual pupils and of any class or group assigned to you, including the monitoring of the personal and social needs of pupils and taking action where required.
- Assist in the promotion of the School's reputation and in marketing activities.

- Carry out any additional task reasonably requested by the line manager or the Head.