

**Bracknell Forest Council
Garth Hill College**

JOB DESCRIPTION

Department: EDUCATION	Section:
Post Number:	Location:
Job Title: TEACHING ASSISTANT 3 (Senior)	Grade/Salary Range: BG –I (17-19)

JOB PURPOSE

Under an agreed system of supervision to implement specific work programmes under the guidance of teaching/senior staff. Using detailed and specialist knowledge and assisting the teacher in all stages of the planning cycle. May also supervise whole classes on occasion during short-term absence of teachers, maintaining order, assisting pupils, responding to questions and ensuring they continue with their tasks. To provide sensitive and professional care to pupils with Special Educational Needs and Disabilities (SEND) attending Rise@GHC to enable them to access full time education. This work will take place between Rise@GHC and the main site as required.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Responsible to Head of Centre, Rise@GHC, or deputy in his/her absence, and deployed to meet pupil needs across the College as required. Line Managed by the pupil and family support coordinator on a day to day basis.

MAIN DUTIES AND RESPONSIBILITIES

Under the guidance of teaching/senior staff:-

- Supervise and provide support and access for pupils across a range of learning activities, recognise and respond to individual needs using specialist skills/training/and experience and assist with the development and implementation of work programmes.
 - Promote inclusion, establish constructive working relationships with pupils, act as a role model set high expectations and provide feedback on progress and achievement.
 - To act a cover for small groups on a short term basis
 - Monitor, evaluate and record pupil's progress and report as required.
 - Deliver learning evaluations structured to agreed plans.
 - Mark pupils work and record progress, administer tests, and invigilate exams.
 - Organise and maintain the appropriate learning environment, take responsibility for aspects of class organisation and display and prepare and maintain a range of resources and specialist equipment.
 - Assist with lesson planning and evaluating and amending those plans as required.
 - Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents according to established policy and encourage pupils to take responsibility for their own behaviour.
 - Meet with parents/carers, liaise effectively and sensitively as agreed with teacher and attend feedback meetings.
 - Provide clerical/administrative support e.g. production of work sheets, administering course work, collecting money, etc.
 - Implement learning activities and strategies e.g. literacy, numeracy.
 - Use ICT in learning activities 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 haven equal access to opportunities to learn and develop.

- Contribute to the overall aims and targets of the school, establish constructive relationships with other agencies, in liaison with the teacher, to support the progress of pupils and participate in regular meetings as required.
- Be aware of and take part in the schools performance management framework, recognise own contribution and expertise to support and advise others and assist and participate in the training and development of staff as required.
- Supervise pupils out of lesson times and organise and supervise pupils on school trips and other off site activities as required.
- Provide for the pupils welfare/personal care both individually and in groups and ensure their safety. This could include the administration of medicines to pupils.
- Undertake any other similar duties as required.
- Attend relevant SEND training as required.
- To contribute to the effective security arrangements of the school by ensuring, as far as practicable, that persons on the premises are authorised and appropriately dealt with in accordance with the LEA guidelines.
- 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/departmental support.
- Under guidance from the teacher provide feedback to pupils relating to progress and achievement, whilst setting challenging and demanding expectations, promoting selfesteem 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.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

Working with teachers to provide appropriate support to pupils

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

Date:

Signature: