



BEESTON HALL SCHOOL

Job Description: **Teaching Assistant For 1:1 Support**

Post:	Teaching Assistant For 1:1 Support
Responsible to:	Headmaster/Head of Learning Support (SENDCo)
Job purpose:	To provide support within classes

Duties:

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

The principle duty of this post will be to provide support within classes, under the guidance of the class teacher, and the Head of Learning Support.

Teaching and Learning

1. Support individual or groups of children within a class.
2. Assist in the educational and social development of pupils under the direction and guidance of the SENDCo and class teachers.
3. Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities.
4. Assist class teachers with maintaining student records
5. Support students with emotional or behavioural problems and help develop their social skills.

Administrative duties

1. Assist in the preparation and presentation of displays of pupils' work.
2. Support class teachers in photocopying and other tasks in order to support teaching.
3. Undertake other duties from time to time as the Headmaster or SENDCo requires.

Standards and Expectations

1. Support the aims and ethos of the school as detailed in the Staff Handbook.
2. Set a good example in terms of dress, punctuality and attendance.
3. Attend Learning Support/Teaching Assistant meetings and training, as appropriate.
4. Undertake professional duties that may be reasonably assigned by the Headmaster or SENDCo.
5. Be proactive in matters relating to health and safety and safeguarding.

Other duties and responsibilities

1. To undertake specific duties as required, such as break duties, extra-curricular, accompanying children on school trips.
2. To carry out any tasks which contribute to the smooth running of the class or school and facilitate the children's learning either directly or indirectly, as directed by the Headmaster.

Additions/deletions to this Job Description may occur with the agreement of the Headmaster.