

Kineton High School & Sixth Form Job Description : TA1

Fixed term until July 2018

<p>Responsibilities as a TA</p>	<p>Student support</p> <ul style="list-style-type: none"> • Support individual or groups of students during independent or group work (e.g. explaining tasks, reinforcing key objectives, concepts or vocabulary; using practical apparatus, supporting less able students, extending/challenging the more able, assisting in keeping students on task, interested, motivated and engaged) • Assist students in the development of communication skills. • Offer support in such a way that the students work towards independence • Support students in working towards targets on their Toolkits (IEPs) • Assist in the personal, social and emotional development of students and in the development of self-esteem • Monitor and provide for the general care, safety and welfare of students and liaise with appropriate members of staff • Assist with the supervision of students, including accompanying small groups of students on short trips off the school premises, under the supervision of the responsible teacher, in accordance with an appropriate risk assessment and Local Authority guidance <p>Teacher support</p> <ul style="list-style-type: none"> • Monitor individual or group achievement of key objectives and feedback to the teacher • Contribute to the assessment of students by teachers through observation and reporting • Record information relevant to the assessment and review of students' progress • Assist the teacher in devising and producing materials to meet the needs of the students. Assist in the preparation of general teaching materials • Attend Toolkit (IEP) and statement review meetings, if appropriate • Support the implementation of strategies to manage student behaviour and help manage student behaviour • Undertake appropriate administrative tasks <p>School support</p> <ul style="list-style-type: none"> • Have an up-to-date understanding of the role and responsibilities of a Level 1 post • Understand the school's policies relevant to the specialist subject / support provided and how they relate to local and national frameworks / policies • Liaise effectively with parents / carers, sharing and providing information relevant to the role
<p>Responsibilities as a member of staff To:</p>	<ul style="list-style-type: none"> • Actively contribute and fulfill staff responsibilities to the school's responsibility to safeguard and promote the welfare and safety of children and young people • Work effective work with all members of the school community to

	<p>promote the KHS ethos, mission and values</p> <ul style="list-style-type: none"> • To meet all deadlines to ensure the effective running of the school • Adhere to all relevant school policies • Act as a role model in terms of expected standards of dress, conduct, language and punctuality • To work effectively as part of the KHS team
<p>This job description is subject to periodic review and may be changed in accordance with the developing needs of the school, the department, the students or the post-holder, with whom any change will be discussed in detail.</p> <p>This job description is agreed in the parameters of the Schoolteachers' Pay and Conditions document and also local agreements between WCC, Teaching Associations and the Governors of Kineton High School.</p> <p>This job description should not be taken as comprehensive and exclusive of any other tasks. By negotiation and agreement between the post-holder and the Head Teacher other tasks which are relevant and reasonable for the post-holder may be allocated.</p> <p>Adults employed to work in Kineton High School are vetted for their suitability to work with children in accordance with the Keeping Children Safe in Education Policy and DfE requirements.</p>	