

JOB DESCRIPTION



NAME: Teacher Aide

RESPONSIBLE TO: Head of Learning Support

RESPONSIBILITIES	EXPECTED OUTCOME	Comments
To uphold and promote the Special Character of the school.	Dealing with staff, students and their parents reflects Catholic and Mercy Values. Practice promotes striving for excellence.	To deal with all staff, pupils and wider community in a polite and caring manner. To demonstrate an ability to work with students with learning needs; to maintain supportive and co-operative relationships with subject teachers, other teacher aides and the Learning Support Team.
To be an active member of the Learning Support Team.	Students are supported and encouraged to improve their learning performances. Student well-being is promoted.	Work with subject teachers in developing suitable lessons for students and scaffolding tasks. Oversee and run specialist programmes for students with Learning Needs with the support of either a teacher or SENCO as required Provide one to one support, or work with small groups, developing strategies in partnership with the SENCO and/or class teacher to enable all pupils to access learning opportunities and maximise student achievement To work unobtrusively in the classroom situation encouraging students to keep on task. To demonstrate a caring and inclusive attitude with the students. To form, develop and maintain positive and productive relationships with students. To report on student's attitude and progress when attending fortnightly meetings. To be aware of and maintain confidentiality in regard to all students and respect their human dignity at all times. To be an exam assistant as required for students with special assessment conditions for assessments. To consider way of improving performance including appropriate Professional Development. Attend to special needs students' personal cares as necessary for those students who have physical disabilities. Ensure the health and safety of students and let the appropriate person know if you have any concerns about a student.