**Professional Duties of all Teaching Assistants**

**Leadership**

Meet South Wirral High School standards of leadership, as appropriate to your role in school.

**Teaching and Learning**

* Help students to access the curriculum.
* Assist in preparing and maintaining the learning environment.
* Contribute to the planning and evaluation of learning activities.
* Have a secure, up to date knowledge and understanding of how students learn.
* Use support methods, which keep students engaged.
* Use assessment for learning so that students are able to progress effectively.
* Promote autonomous learning.
* Reflect on teaching and learning strategies in order to improve the quality of support.
* Observe and report on student performance and contribute to maintaining student records.
* Provide support for
* bilingual/multilingual students
* students with communication and interaction difficulties
* students with cognition and learning difficulties
* students with behavioural, emotional and social development needs
* students with sensory and/or physical impairment
* Support the use of information and communication technology in the classroom
* Help students to develop their literacy skills and numeracy skills

**Professional Characteristics, Skills and Judgement**

* Challenge and support targeted students to do their best
  + inspire trust and confidence in students and colleagues;
  + build team commitment with colleagues and in the classroom;
  + engage and motivate students;
  + demonstrate analytical thinking;
  + take positive steps to improve the quality of students' learning.

* Make an active contribution to the policies and aspirations of the school.
* contribute to the School Improvement Plan;
* make an active and obvious contribution to the implementation of school policies;
* help promote students' understanding of the wider aspirations and values of the school.
* Support students to attain as well as or better than expected.
* Support students preparing for public examinations, as required.
* Work effectively with subject teachers and other professionals.
* Review and develop your own professional practice.

**Student well-being and progress**

All staff are part of the school pastoral team.

* Promote
* healthy living
* personal safety and safe environment
* active enjoyment and achievement
* positive contributions to citizenship
* an awareness of economic well-being locally, nationally and internationally.
* Be aware of the personal and social needs of students and respond appropriately.
* Maintain good order and discipline of targeted students.
* Promote students' social and emotional development.
* Liaise effectively with parents.
* Make an active contribution to the pastoral work of the school.
* Build up a close knowledge of your students and share relevant information with the SENCO and House Progress Leader as appropriate.
* Praise and encourage students in their work and in extra-curricular activities.
* Help targeted individuals to cope with any difficulties.
* Contribute to reports to parents.
* Attend meetings as appropriate.