

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.