

Greek School of Ayia Triada Birmingham

Elliniki Kypriaki Estia

Magnet Center, Park Approach, B23 7S], Erdington

Branches: Erdington, Worcester, Tamworth, Cannock, Stourbridge, Stoke on Trent

tel. 01213266538, 07842020089
website: www.greeksat.org.uk



JOB DESCRIPTION – TEACHER SUPPORT ASSISTANT Starting September 2019

The duties and responsibilities of a Teacher Support Assistant shall include the following:

Overall Functions

- To lead and support children in their activities;
- To use sound knowledge and experience of working with primary school children and/or SEN pupils to help in their learning.
- To help children in class who requiring additional, support the work of teacher on all aspects of class life
- Support the work of teacher in preparing work, displaying work of pupils, book marking and progress record keeping

Responsible to:

Headteacher

Main Responsibilities

(A) Support for Pupils

- Act as a support classroom assistant under the direction of the class teacher.
- Supervise the activities of individuals or groups of children within the classroom.
- Under the instruction/guidance of a teacher support pupils with SEN requirements.
- Under the instruction/ guidance of a teacher support pupils with non specific learning difficulties.
- Under the instruction/guidance of a teacher support pupils with behavioural, emotional and social development needs e.g. implementation of behaviour management policies/promotion of school policies relating to pupil behaviour.
- Under the instruction/guidance of a teacher support pupils with communication and interaction difficulties.
- Assist pupils in the use of resources including IT.
- Maintain pupils interests and motivation.
- Support individuals and group work assigned by the teacher in raising core skills.
- Support individual education plans.
- To be aware of pupils problems, achievements, progress and report to the teacher as agreed.
- Supervise and provide particular support for pupils, including those with special needs ensuring their safety and access to learning activities.
- Establish a constructive relationship with pupils and interact with them according to individual needs. Provide feedback to pupils in relation to progress and achievement under the guidance of a teacher.

(B) Support for Teacher

- Provide support for learning activities by making a contribution to supporting a teacher in the planning and evaluation of learning activities and supporting the delivery of learning activities.
- Making a contribution to organizing effective learning environments and maintaining appropriate records.

Important: Greek School aims to ensure that all personal data collected about staff, pupils, governors, visitors and other individuals is collected, stored processed in accordance with the General Data Protection Regulations (GDPR). Please visit our website for the GDPR policy



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ΕΣΕΤΑΣΕΩΝ ΕΠΙΜΟΡΦΩΣΗΣ ΑΝΩ ΤΟ



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- Design and produce displays with minimal supervision.
- Contribute information to pupil records - (e.g. assessment information).
Liaise with parents as appropriate.
- Monitor pupils' responses to learning activities and record achievement/progress as directed.
- Provide regular feedback to teachers on pupil achievement, progress and problems.
- Promote good pupil behaviour, dealing promptly with conflict and incidents and reporting in line with school policy.
- Establish constructive relationships with parents/carers.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Participate in training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality data protection and reporting all concerns to the appropriate person.
- Contribute to the overall ethos /work/aims of the team and school.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in relevant meetings as required.

Compulsory Skills

- TA Training or Working towards
- Fluency in Greek Language (first language Greek)
- English Language fluency
- DBS (from Greece, Cyprus and the UK) for candidates qualified in Cyprus or Greece and moved in the UK in the past 6 months
- DBS issued by the

Desirable Skills

- Music and Music Instruments (e.g. piano, guitar etc)
- Good knowledge of Information Technology
- Experience with progress record and support provision for children with Additional needs, behavioural or other needs

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