



MAHARISHI SCHOOL
CONSCIOUSNESS - BASED EDUCATION

1-1 TEACHING ASSISTANT JOB DESCRIPTION (SECONDARY)

Part-Time: 3 days per week 8:50-4:00

RESPONSIBLE TO: Secondary Phase Deputy Head

SUMMARY:

To have an understanding of Key Stage 3/4 classroom requirements. To have the required numeracy and literacy skills to support and guide the pupil to achieve appropriate levels of attainment/progress. To be proactive in supporting the subject teachers in preparing and delivering appropriate resources and strategies across the curriculum. To dynamically support teaching and learning of the pupil under the supervision of the subject teachers.

DETAIL:

1. GENERAL

- Have a caring and positive attitude
- Be a good listener
- Be well organised, but flexible
- Communicate effectively to the pupil, parents and teaching staff
- Understand the needs of the pupil in your care, eg. ASD
- Be competent (and, ideally, experienced) in supporting individuals on a 1-1 basis

2. PUPIL DEVELOPMENT & WELL-BEING

- Promote the approaches of Consciousness-based Education and encourage pupils in the use of the techniques of Transcendental Meditation
- Form and maintain appropriate, professional relationships and boundaries with the pupil and parents.
- Contribute to the health and wellbeing of the pupil
- Recognise signs of pupil discomfort/stress and offer reassurance
- Report illness, or suspected, to the class teacher or other appropriate staff
- Be aware of, and implement as necessary, strategies to assist the pupil to respond positively to inclusion in intervention groups
- Give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and to develop self-reliance and positive self-esteem.
- Employ strategies agreed by school via policies to raise self-esteem, such as rewards systems and praise

3. **PRINCIPAL RESPONSIBILITIES:**

- Contribute to the development of a purposeful working atmosphere by implementing the school's policies and procedures
- Understand and apply school policies on Safeguarding, Health & Safety, Behaviour, SEND, Equal Opportunities, Race Equality and Inclusion, General Data Protection Regulations, etc
- Comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment, including attending Safeguarding training as required
- Be sensitive to, and maintain confidentiality of, issues linked to home/pupil/teacher/school
- Where appropriate, contribute to building relationships between home and school, ensuring effective communication throughout and keeping the school informed of relevant information
- Participate in continuing professional development training required by the school to consolidate and update knowledge and practice
- Have, or acquire, the skills necessary to support the use of ICT in learning activities
- Contribute to the planning of teaching and learning for the individual pupil on a short, medium and long-term basis. Make a significant contribution to the planning of work programmes and interventions, and the devising of activities and target setting
- Prepare, develop, maintain and deploy appropriate learning aids, materials and equipment, including ICT, to assist in teaching. Advise on the suitability of such resources including their appropriateness as necessary
- Under the direction of teachers/Deputy Head, following agreed lesson plans, to support the teaching and learning of the individual pupil
- Mark the pupil's work under the direction of the class teacher when required
- Support subject teachers in the monitoring, recording and assessment of pupil progress. Ensure there are detailed and reliable records of the pupil's progress. Assist teachers in the evaluation and revision of lessons and work programmes for the individual pupil.
- Under the direction of teachers/Deputy Head/SENCO, use support strategies appropriate to the needs of the pupil and the subject, providing feedback and liaison over challenges.
- Provide regular feedback on the pupil's learning and behaviour to the teachers/Deputy Head/SENCO, including feedback on the effectiveness of support/intervention strategies adopted
- Update relevant records at agreed time intervals and ensure that contributions are accurate, complete and up-to-date
- Support lunch/break time supervision
- Accompany teachers and the pupil on educational visits
- Provide individual support, as required, during examination sessions

- Invigilate tests and examinations as directed