

**Job Title:** Teaching Assistant

**Reporting to:** Inclusion Coordinator/Classroom Teacher

**Grade:** 3

### **Overall Purpose of the Post**

To facilitate the educational progress and attainment of students that complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision

### **Main Duties and Responsibilities**

- Use detailed knowledge and high quality skills to support students' educational progress and attainment;
- Support students' social, emotional and mental health to safeguard their wellbeing;
- Support students in planned intervention and support settings in an individual or small group basis to develop their skills;
- Liaise sensitively and effectively with parents and carers with regards to their role in students' educational and life skills progress, ensuring confidentiality is respected;
- Be familiar with age related expectations of students, the main teaching methods and assessment framework in the relevant subjects;
- Establish professional, productive working relationships with students;
- Implement Individual Education/Behaviour/Personal Care Plans and/or EHCPs;
- Provide case studies, pen portraits and reports for students to evidence impact of the support you have provided;
- To provide assistance to the Bridge, PLC and VMG and detentions as required;
- Provide feedback to students in relation to progress, achievement and behaviour;
- Organise and manage appropriate learning environment and resources in conjunction with the teacher where appropriate inside or outside of the classroom;
- Be involved in organising events and creation of visual displays;
- Within an agreed system of supervision, prepare a range of teaching resources that meet the diversity of students' needs;
- Provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence;
- Record progress and achievement in lessons/activities, providing evidence of range and level of progress and attainment;

- Administer routine assessment tests, provide approved examination/test support, including undertaking invigilation, to accommodate student needs for exam access arrangements;
- Attending meetings, briefings and CPD as required to secure effective team working relationships and the development of skills;
- Undertake training to assist students' meeting their medical and/or care plan agreements, and to enable the students to have full access on school trips/visits;
- Facilitate smooth transition between educational phases;

### **Additional Responsibilities**

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- To cover various Inclusion duties in the event of sickness or absence, under the direction of the Inclusion Co-ordinator, to enable a continuation of business need and statutory compliance on behalf of the student;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **Personal Contacts:**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.