

Job Description

Job Title: Specialist Teaching Assistant - English

Reporting to: Head of English

Grade: Grade 4

Accountable for: N/A

Overall purpose of the post:

- To work as part of the English Department to support intervention with students who require additional mentoring to achieve GCSE.
- To work with other small groups and individual students across key stage 3 and 4 within English as required.

Main duties and responsibilities:

- Deliver intervention programs to individuals and small groups, preparing relevant and appropriate learning experiences in conjunction with the Department staff.
- Discuss reasons for underperformance with students, through interview.
- Assist in the development of suitable intervention material.
- Keep a log on students who undertake intervention and assist on the recording and reporting procedures.
- Liaise regularly with the Head of Department and teachers to inform them of progress and provide relevant feedback.
- Support exam revision sessions as required.
- To attend English departmental meetings as required.
- To work with other professionals such as Learning Managers and Teaching Assistants to support students.

General Responsibilities

- Be aware of and comply with academy policy and procedures
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the academy
- Ensuring the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- To be aware of confidential issues linked to home/student/teacher/academy work and to keep confidences as appropriate
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that

normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the employee

- Having due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedure adopted by the Trust.
- Demonstrating an active commitment to their own professional development.
- Undertaking any duties, consistent with this position, which might, from time-to-time, be assigned by the Principal, SLT or Line Manager.

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.