

**Job Title:** Teaching Assistant

**Reporting to:** Inclusion Manager    **Grade:** Band 4 Spinal Point 9

**Accountable for:** Enriching and supporting the student experience within the academy.

### **Overall purpose of the post:**

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. The primary focus will be to ensure students are making progress in all subjects and maintain good order and to keep students on task.

### **Main duties and responsibilities:**

- Using specialist (curricular/learning) skills/training/experience to support students.
- Assisting with the development and implementation of Student Profiles/Behaviour/Personal Care Plans.
- Establishing productive working relationships with students, acting as a role model and setting high expectations.
- Promoting the inclusion and acceptance of all students within an educational environment.
- Supporting students consistently whilst recognising and responding to their individual needs.
- Encouraging students to interact positively and work cooperatively with others and engage all students in activities.
- Promoting independence and employ strategies to recognise and reward achievement of self-reliance.
- Providing feedback to students and your line manager in relation to progress, achievement and problems.
- Attending to students' personal needs and provide advice to assist in their social, health and hygiene development.
- Supporting provision for students with special needs.
- Working with the teacher to establish an appropriate learning environment.
- Working with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.

- Monitoring and evaluating students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Providing objective and accurate feedback and reports as required, to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Being responsible for keeping and updating records as agreed with the teacher or other appropriate staff member, contributing to the review of systems/records as requested.
- Undertaking marking of students' work and accurately recording achievement/progress.
- Promoting positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Liaising sensitively and effectively with parents/carers as agreed with the teacher/other relevant staff member within your role/responsibility and participate in feedback sessions/meetings.
- Administering and assessing routine tests and invigilate exams/tests.
- Establishing constructive relationships and communicating with other agencies/professionals, in liaison with the Learning Managers, to support achievement and progress of students.
- Assisting in the development and implementation of appropriate behaviour management strategies.
- Providing general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc.
- Implementing agreed learning activities/teaching programmes, adjusting activities according to student responses.
- Implementing local and national learning strategies e.g. literacy, numeracy and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Supporting the use of ICT in learning activities and developing students' competence and independence in its use.
- Helping students to access learning activities through specialist support.
- Determining the need for, preparing and maintaining general and specialist equipment and resources.
- Assisting in the training and development of staff as appropriate.
- Undertaking planned supervision of students' learning activities including those not in a classroom setting.
- Supervising students on visits, trips and out of academy activities as required.

#### **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 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.

### **Special Features**

- The post holder is employed for 32 hours/week, term time only plus training days (44.5 working weeks p.a.). Fixed annual contract with the potential to extend. Core hours will be required to be worked as requested by your 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.