



Job Description

Job Title: Teaching Assistant (Literacy Specialism)

Reporting to: Inclusion Coordinator

Grade: 4

Purpose of the Post

To facilitate the educational progress and attainment of students that complement the professional work of teachers within the English department.

Main Duties and Responsibilities

- Take responsibility for a caseload of students inside and outside of the classroom during structured or unstructured time;
- Use detailed knowledge and high quality skills to support students' educational progress and attainment within the English department.
- 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;
- Liaise with students, teaching staff and other team members to promote students' attainment, life skill targets and/or EHCP outcomes;
- Contribute to the production and implementation of any support plans for students
- To provide assistance to the Bridge, PLC and VMG and detentions as required;
- Provide feedback to students in relation to progress, achievement and behaviour;
- Undertake activities with individuals, groups or whole classes to facilitate their physical, emotional, social and educational development;
- 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;
- Contribute to 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 or acting as a Reader/Scribe, to accommodate student needs for exam access arrangements;

- Attend 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, to provide assistance with personal care, where appropriate, and to enable the students to have full access on school trips/visits;
- Facilitate smooth transition between educational phases;
- 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.
- Commitment to continued professional development

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- 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.
- 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.