**Clacton County High School**

**Academy Trust**



**Job Outline**

**Teaching Assistant**

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| **Line Manager:** | Director of Learning |
| **Responsible to:** | Director of Learning |
| **Salary Scale** | Local Government Band 2 |
| **Full Time/FTE** | 25 hours per week, term time only |

**Job Purpose**

To be an effective professional who provides support to teaching staff and students.

**Key Responsibilities**

* Provide directed classroom support within the faculty.
* To be fully aware of the particular difficulties of individual students by referring to records and in discussion with the Learning Support Assistant.
* To assist in the preparation of teaching resources for department in particular to assist with preparation of materials to the needs of individuals or groups of children.
* To set out any work required for cover teachers in the Department.
* To maintain appropriate stocks for the departments in liaison with the Director of Learning.
* To undertake photocopying, scanning and any other reasonable administration as required.
* To prepare and clear away resources required for lessons.
* To provide assistance to departments regarding additional/specialist equipment.
* To undertake any training commensurate with the post.
* To keep resources and equipment in order.
* To keep stockrooms tidy and well organised.
* The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade.

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

Higher Expectations, Raising Aspirations