



JOB DESCRIPTION

TITLE OF POST:	Teaching Assistant
SALARY GRADE:	Scale 3 [term time only] scp14-17
RESPONSIBLE TO:	i) The Headteacher ii) The Subject Leader
PURPOSE OF POST:	To support the implementation within the Subject Area of strategies to increase the effectiveness of teaching and learning.

KEY DUTIES AND RESPONSIBILITIES:

- i) Student support and delivering programmes of work as directed by subject teachers.
- ii) Preparing resources as required by subject teachers for classroom use e.g.; using ICT to produce worksheets; laminating materials; photocopying.
- iii) Administration support for subject:
 - a) Adapting documentation as required.
 - b) Maintaining student progress records.
 - c) Maintaining student data analysis/target setting.
 - d) Attendance at subject meetings - maintain record of meetings.
- iv) Assist with subject-based extra-curricular activities e.g.; subject clubs, booster classes, Open Evenings.
- v) Display of student work/subject resources.
- vi) Attendance at training provided by the College and other providers
- vii) General College administration duties as required:
 - a) Assisting at Review Days
 - b) Accompanying student visits off site
 - c) Seasonal invigilation
- ix) Act as first aider

Additional Points

- Term time only - 35 hours per week
- No Inset unless special request
- No free periods
- Timetables to be shared with D Gidman/E Cassidy/J Foxley
- After 3.00 p.m. administration/meetings
- Educational Visits