

Post Title:	Para-Teacher (Secondary)
Job Purpose:	To support teachers and students as directed and ensure that classes are appropriately managed during times of teacher absence
Responsible to:	Assistant Principal through to Class Teachers
Responsible for:	Classes and students timetabled to support and/or supervise
Liaising with (Working Relationships):	Senior Midland Academies Trust Staff
Hours of Work:	Full time
Grade and Range of Post:	Unqualified Teachers Pay Range
Current Base:	
Disclosure Level:	This post is subject to an enhanced DBS disclosure
Main / Core Duties:	To be responsible for the delivery of pre-planned cover of lessons and form-time
Operational Planning:	To support the implementation of operational/strategic plans relating to curriculum where appropriate

<p>Service Provision:</p>	<p>To undertake classroom activities as directed by teachers to support teaching and learning process</p> <p>To assist in the preparation of resources and display</p> <p>To mark students’ work in accordance with MAT policies and teacher instructions</p> <p>To undertake administrative duties as requested by teachers</p> <p>To input data to support MAT policies in Assessment, Recording and Reporting</p> <p>To maintain student records in accordance with statutory procedures, MAT policies and as directed by Assistant Vice-Principal</p> <p>To liaise with Learning Resource staff and ICT staff to ensure teachers requirements are met in order to ensure high quality teaching and learning</p> <p>To assist the teacher in the classroom as timetabled / requested</p> <p>To respond to student needs as they arise in the classroom</p> <p>To run homework clubs / extracurricular offer during Session Four</p>
	<p>To undertake break and lunchtime activities</p> <p>To undertake examination invigilation duties</p> <p>To work with teachers to prepare appropriate lessons / resources when absence is known in advance</p> <p>To compile appropriate lesson activities / resources in liaison with other teachers, Middle Leaders, SLEs and Assistant Principal when absence is not known in advance</p>
<p>Service Development:</p>	<p>To continually seek to develop service improvements</p> <p>To be responsible for your own continuous professional development and participate fully in training and development opportunities identified by the school or as developed as an outcome of your performance management</p>
<p>Staffing and Staffing Development:</p>	<p>None</p>
<p>Recruitment / Deployment of Staff:</p>	<p>None</p>

<p>Quality Assurance:</p>	<p>To work on continually improving the quality of teaching and learning through:</p> <ul style="list-style-type: none"> • Participating in programmes of support \ paired teaching\ cover supervision • Participating in appropriate professional development as provided by the Academy/Trust or external providers • Participating in performance management <p>To ensure that most pupils make good progress and achieve well by:</p> <ul style="list-style-type: none"> • Ensuring that the individual needs of pupils are well catered for • Assisting in ensuring the level of challenge set for pupils is realistic and pupils are productive • Delivering to small groups as directed by teachers <p>To inform Vice-Principal immediately of any Health and Safety or Child Protection concerns that arise</p> <p>To undertake the identified Para-Teacher role in implementing all Academy policies</p>
<p>Management Information and Administration:</p>	<p>To undertake administrative duties as required to perform the role</p> <p>To be aware of and comply with policies and procedures relating to</p>
	<p>child protection, health, safety and security, confidentiality and data protection and to report all concerns to the appropriate person</p>
<p>Communications:</p>	<p>To ensure that all communications with service users demonstrate the values of the Midland Academies Trust</p>
<p>Marketing and Liaison:</p>	<p>To develop, nurture and maintain the positive image of the Midland Academies Trust</p> <p>To attend all functions and meetings necessary to support the delivery of the role, ensuring the values of the Midland Academies Trust</p>
<p>Management of Resources (Other than People):</p>	<p>To take responsibility for the safe use and safe keeping of Trust resources</p>
<p>Corporate Responsibility:</p>	<p>To abide by and implement all policies and procedures of the Midland Academies Trust, including being aware of and responsible corporately and as an individual for Health and Safety policies and procedures</p>

<p>Other Specific Responsibilities:</p>	<p>To contribute to the overall ethos, work and aims of the school and Trust</p> <p>To carry out all duties in the most effective, efficient and economic manner</p>
<p>General Statement:</p>	<p>This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title</p>
<p>Date:</p>	

SAMPLE