

Job Description

Post: Teaching Assistant L1 / L2

Purpose

To support the Teacher in accordance with the stated aims and objectives of the academy in order to ensure a relentless focus on student achievement and prepare our students to lead successful lives.

Duties and Responsibilities

- Support the learning of children in lessons as directed by the class teacher.
- Support children during playtime and lunchtime in the playground.
- Uphold the academy's behaviour for learning policy.
- Maintain and contribute towards high quality displays and learning environment.
- Support with the auditing, replenishing, reordering and managing of learning resources in school.
- Attend meetings, carry out administrative tasks and duties as specified in the bulletin, weekly What To Dos and on the academy calendar.
- Facilitate the general progress and wellbeing of any individual child within any group of children assigned to him or her; provide guidance and advice to students on educational and social matters.
- Implement academy policy regarding registration, student absence, dress code, and enforce academy rules relating to health and safety.
- Communicate effectively with INCO and the class teachers to share children's learning.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Participate in the academy coaching process.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings / training, carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a named person.
- Carry out any other reasonable duties as requested by the Principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.