# JOB DESCRIPTION

#

|  |  |  |
| --- | --- | --- |
| **JOB TITLE** | Teaching Assistant  | **GRADE** |
| **RESPONSIBLE TO/FOR** | See Organisation Structure | **5** |

**BASIC JOB PURPOSE**  To support the teaching and development of students, including those with SEND, in accordance with the policies of the MAT.

**MAIN RESPONSIBILITIES**

|  |  |
| --- | --- |
| **1** | Using acquired skills, support and deliver learning activities and contribute to the development of work programmes to facilitate effective teaching and learning. |
| **2** | Provide input into the planning and evaluation of learning activities for individuals and groups of pupils to enable the teaching staff to make informed decisions when developing their plans. |
| **3** | Supervise the activities of individuals or groups, in and out of the classroom, to facilitate their safety and personal development in accordance with the code of conduct. |
| **4** | Monitor individual students’ progress, achievements and report on this accurately as required. |
| **5** | Liaise and communicate key information effectively, internally and externally, including with parents and carers. |
| **6** | Record pupil information as specified by the teaching staff/line manager to ensure that schools’ information systems are maintained, including the preparation of EHCP documentation. |
| **6** | Support and assist students with EAL to access the relevant curriculum. |
| **7** | Management of students with medical needs. |
| **8** | Prepare and maintain high-quality teaching and learning resources and assist in ensuring that classrooms and other learning spaces are positive and tidy learning environments, including through the display and presentation of students’ work. |
| **9** | Attend relevant training and after school meetings. |
| **10** | To contribute to the wider life of the academy, including by being visible around the academy, particularly outside of lessons, undertaking duties and participating in a range of extra-curricular activities and events.  |
| Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined as necessary by the MAT. |

Signed: ……………………………………… Job Holder Date: ………………………

Signed: ……………………………………… Executive Principal Date: ………………………