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|  | | **Teaching Assistant Grade 2**  **Point 10 - 13** |
| **Core Purpose** | | |
| **To provide support for the educational and personal needs of students, which ensures that they have equality of access to opportunities to learn and develop.**  **To act as an integral part of the Academy staff team and to support all colleagues in maintaining and developing the ethos, values and expectations of the academy and support agreed Academy policy in all areas** | | |
| **Specific tasks** | | |
| To be a member of the Achievement Support Team and be committed to a philosophy of continuous improvement in relation wo whole academy policy as well as in all team roles and areas of personal responsibility.  To work within a framework set by the Achievement Support Manager/Classroom teacher(s).  To demonstrate a commitment to one’s own training and development. | | |
| **Responsibilities and tasks** | | |
| * Supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development. * Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including students with educational, physical or emotional special needs. * To monitor individual student’s problems, progress, achievements and condition and report these to the designated supervisor as appropriate. * Use specialist skills to undertake those activities necessary to meet the physical and emotional needs of students * Use and undertake specialist skills to foster the intellectual and social development of children. * Within competence to assist the teacher in the delivery of educational and developmental work programmes * Assist the teacher in the planning of work programmes for individuals and groups of children. | | |
| **Support for teacher(s)**   * Assist in promoting an appropriate leaning environment * Contribute to the planning and evaluation of learning activities   **Generic Responsibilities:** Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.This job description will be reviewed annually. The Principal reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided. Staff must wear formal office dress. | | |
| **Supervisory Responsibility** | None | |
| **Line Manager:** | SENCo | |
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