

**Swale Academies Trust**  
**JOB DESCRIPTION**

**The Sittingbourne Community College**  
**Teaching Assistant**

**Post:** Teaching Assistant

**Version dated:** June 2018

**Details:**

Teaching and Learning

1. To work under the direction and guidance of the lead person to support students with identified needs in their educational and social / behavioural development. This work may involve working with individuals, a small group of students or the whole class.
2. To liaise with lead person regarding intervention outlined in 1 and to prepare materials as directed.
3. To work on the advice of outside agencies, e.g. occupational therapists.
4. To assist lead person on maintaining student records.
5. To support with student management inside and outside the classroom, e.g. at lesson changeover times.

Specific Responsibility – Subject to change

Standards and Quality Assurance

1. To support the aims and ethos of The Trust in a caring and positive manner so that students can achieve their highest potential.
2. To attend INSET as identified by the lead person or by performance management.
3. To be proactive in matters relating to health and safety.
4. To set a good example in terms of dress, punctuality and attendance.

Other responsibilities

1. To prepare and present displays of students' work.
2. To assist in other clerical duties as requested which may include the preparation for meetings or photocopying.
3. To attend relevant meetings.

***The duties/responsibilities of this post may vary from time to time according to the changing needs of the College. The job description may be reviewed at the reasonable discretion of the Head of School in the light of those changing requirements and in consultation with the postholder.***