Job Description

Job Title: Teaching Assistant

Reporting to: Inclusion Coordinator

Grade: Band 4

Overall Purpose of the Post

To facilitate the educational progress and attainment of students that complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision

Main Duties and Responsibilities

- Take responsibility for a caseload of students inside and outside of the classroom during structured or unstructured time;
- Use detailed knowledge and high quality skills to support students' educational progress and attainment;
- Support students' social, emotional and mental health to safeguard their wellbeing;
- Support students in planned intervention and support settings in an individual or small group basis to develop their skills;
- Liaise sensitively and effectively with parents and carers with regards to their role in students' educational and life skills progress, ensuring confidentiality is respected;
- Be familiar with age related expectations of students, the main teaching methods and assessment framework in the relevant subjects;
- Establish professional, productive working relationships with students;
- Implement Individual Education/Behaviour/Personal Care Plans and/or EHCPs;
- Liaise with students, teaching staff and other team members to promote students' attainment, life skill targets and/or EHCP outcomes;
- Provide case studies, pen portraits and reports for students to evidence impact of the support you have provided;
- To provide assistance to the Bridge, PLC and VMG and detentions as required;
- Provide feedback to students in relation to progress, achievement and behaviour;

- ➢ Undertake activities with individuals, groups or whole classes to facilitate their physical, emotional, social and educational development;
- ➢ Organise and manage appropriate learning environment and resources in conjunction with the teacher where appropriate inside or outside of the classroom;
- ➢ Be involved in organising events and creation of visual displays;
- ➢ Within an agreed system of supervision, prepare a range of teaching resources that meet the diversity of students' needs;
- ➢ Provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence;
- ➢ Record progress and achievement in lessons/activities, providing evidence of range and level of progress and attainment;
- ➢ Encourage and give confidence to enable student independence in learning;
- ➢ Administer routine assessment tests, provide approved examination/test support, including undertaking invigilation, to accommodate student needs for exam access arrangements;
- ➢ Attend meetings, briefings and CPD as required to secure effective team working relationships and the development of skills;
- ➢ Undertake training to assist students' meeting their medical and/or care plan agreements, to provide assistance with personal care, where appropriate, and to enable the students to have full access on school trips/visits;
- ➢ Facilitate smooth transition between educational phases;
- ➢ To cover various Inclusion duties in the event of sickness or absence, under the direction of the Inclusion Co-ordinator, to enable a continuation of business need and statutory compliance on behalf of the student.

Additional Responsibilities

- ➢ Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- ➢ Respect confidential issues linked to home/students/teacher/academy work;
- ➢ Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- ➢ To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- ➢ To comply with the academy policies and procedures at all times;
- ➢ Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts:

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.