

***Job Description***

# Post Title: Teaching Assistant

# Reporting To: Heads of Department/Leader of Learning Support

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| Key Activities |
| To aid pupils to learn as effectively as possible both in group situations and on his/her own by, for example:   * + Clarifying and explaining instructions.   + Motivating and encouraging the students as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to students’ needs.   + Assisting in weaker areas specifically GCSE Maths/numeracy, but also in other areas such as literacy, speech and language, behaviour, reading, spelling, handwriting/presentation etc.   + Using praise, commentary and assistance to encourage the students to concentrate and stay on task   + Being aware of Individual Learning Plans for students in the groups.   + Providing additional nurture to individuals when requested by the class teacher.   + Helping to make appropriate resources to support the students.   Apply the Academy’s behaviour and standards policies and report any difficulties via the established procedure.  Be responsible for displays of students work in Academy.  Liaise regularly with the teacher and/or take part in planning meetings, inset days and any other meetings as required. Working closely within the Maths department to develop personalized learning plans and identifying and supporting underachieving students, with a focus on GCSE level students.  To take part in enrichment and specialism activities, as may be required.  To promote the acceptance and inclusion of all students, encouraging students to interact with each other in an appropriate and acceptable manner.  Monitor the student’s response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.  Give the students feedback on achievements in order to reinforce and develop self-reliance and self-esteem, including marking student’s work.  To support the students in developing social skills both in and out of the Classroom.  To support the use of ICT in learning activities  To provide regular feedback on the students’ learning and behaviour to the teacher.  When working with a group of students, understand and use group dynamics to promote group effectiveness and support group and individual performance.  To use the Academy’s system for recording data as requested by the teacher.  To prepare work and activities in advance of the lesson (within employed hours)  Undertake social time supervision including after school clubs if requested  Accompany teacher and students on educational visits    To attend Academy/department meetings to contribute to the discussions about individual students as required.  Invigilate internal and external examinations when required. |
| Accountability |
| Ensure appropriate support to staff and students is provided.  Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person. |
| **Other Specific Duties**  All support staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties, in pursuance of raising student achievement and effective team working. Support Staff will also:   * model the ethos and vision for the Academy * to continue personal professional development as required * to actively engage in the performance review process * support whole Academy acts of worship and prayer for the day.   It is important that all staff recognise that they are an integral part of the Academy and have a duty to contribute to its overall effectiveness both within their specific areas and beyond.  It is the vision of the Academy to involve all support staff in the life of the Academy and in particular in supporting students as House Tutors, Mentors and other appropriate ways.  Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description and to undertake all duties reasonably requested by their line manager in a manner consistent with the vision of All Saints’ Academy.  The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |