# 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** | Undertake a specialist role using relevant expertise to deliver and implement learning activities and programmes. |
| **2** | Plan and implement agreed learning activities for individual and groups of students, in collaboration with the teaching staff, to ensure that learning objectives and individual learning targets are achieved. |
| **3** | To co-ordinate the work of individuals or groups of students so that the needs of particular projects and shared objectives for supporting individual or groups of students are met. |
| **4** | Observe and monitor individual students to provide accurate assessments of progress and problem areas for the compilation of reports, and to provide appropriate feedback to students, parents and other staff. |
| **5** | Liaise with parents/carers and other professional staff and outside agencies to ensure effective communication concerning the maintenance of students’ well-being. |
| **6** | Contribute to the writing of EHCP reviews. |
| **7** | Prepare and maintain classroom resources. |
| **8** | Supervise the activities of individual or groups of students, both in and out to the classroom, to ensure their safety and facilitate their physical and emotional needs. |
| **9** | Act as a key worker for one or more students, managing day to day organisation and liaising with parents. |
| **10** | Undertake reprographics and associated duties. |
| **11** | Attend relevant training and after school meetings. |
|  | 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: ……………………………………… Director of Human Resources Date: ……09.11.18……