

JOB DESCRIPTION

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

POST:		Teaching Assistant [Pupil Premium (Maths)]
REPORTING TO:		HoD/Pupil Premium Champion
JOB PURPOSE:		To complement the work of the teaching staff, contributing to a range of teaching and learning activities of Pupil Premium students and to work collaboratively with Maths colleagues as part of a professional team.
DIRECT INVOLVEMENT WITH:		Pupil Premium students, teaching staff, Pupil Premium Champion, admin team colleagues.
KEY RESPONSIBILITIES:	<ul style="list-style-type: none"> a. b. c. d. e. f. g. h. i. j. k. 	<ul style="list-style-type: none"> To support the learning of students within a structured teaching situation, small group withdrawal, or individually as required. To be aware of lesson objectives and to assist students in making progress towards these. To engage in a discourse with teaching staff about planning, and to assist in the preparation and development of resources. To monitor students' progress and achievement, bringing issues of concern to the attention of the appropriate members of staff. To maintain records of intervention, upkeep of a personal folder of student need, records of 1:1 and small group interventions; and to make these available for inspection. To work with individual students as directed to maintain personal confidence, promote positive behaviour, and encourage independence. To supervise assigned students where required, to ensure their health & safety. To support students entitled to exam concessions in internal and external examinations. To participate in relevant staff development activities, department meetings, Monday SEN training. To become familiar with, understand, and adhere to College policies and procedures. To maintain confidentiality in and outside the workplace.
OTHER RESPONSIBILITIES:		To undertake such other duties as may reasonably be required in consultation with the post holder.