



JOB DESCRIPTION

Post: Teaching Assistant Level 2
Reporting to: Associate Assistant Principal (SEND)
Salary: GAET Band 4 (SCP 5-7)

JOB PURPOSE

Under the clear guidance of the teacher and SENDCo, support the education, personal and social development of learners including those with special needs both inside and outside the classroom.

INDIVIDUAL RESPONSIBILITIES

- Under the direction of the teacher / SENCO implement structured learning activities and assist individual / small groups of learners to complete tasks, including those with special needs, both within the classroom and in open learning areas
- Use learning strategies, in liaison with the teacher, to support learners to achieve goals
- Develop positive relationships with learners to assist learner progress and attainment
- Assist in the setting of learners' individual targets and their monitoring and review
- Provide feedback to learners about their progress under the direction of the teacher, and provide regular feedback to the teacher on learner progress and development
- Assist in production of teaching aids and assist with the display of learner work
- Undertake routine classroom administrative tasks
- Assist in learner supervision and in the management of learner behaviour
- Provide information to the teacher to assist in the planning of work programmes and learning activities
- Administer routine tests and assist in the invigilation of exams
- Monitor and record learner progress
- Assist in monitoring the personal, social and emotional needs of pupils
- Provide clerical and administrative support e.g. filing, photocopying, typing
- To work alongside the teacher in form time, but not supervising in the absence of the form tutor
- Attend trips and visits as required and work with a group under the supervision of the teacher
- Assist in providing an atmosphere in which effective learning can take place
- Support the use of ICT in learning activities
- Undertake structured and agreed learning programmes adjusting activities according to learner responses
- Prepare, maintain and use equipment and resources to meet the lesson plans and support learners in their use

OTHER DUTIES AND RESPONSIBILITIES (Generic to all posts)

- To promote the Academy as an inclusive institution which celebrates diversity and engages all learners and staff.
- Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person. Safeguarding is the responsibility of all staff, volunteers, governors and contractors.
- To support the ethos of the Academy
- To comply with all relevant Academy policies and procedures, including those relating to Health and Safety
- To actively participate in relevant Academy processes including appraisal
- To undertake relevant CPD as agreed with line manager and to attend relevant meetings
- To support the Academy links with the community

This post is subject to the enhanced level of Disclosure

This job description sets out the main duties and responsibilities of the post and each individual task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

The job description may, in consultation with the post holder, be changed to reflect changes to the post.