

# Job Description



KING'S LEADERSHIP  
ACADEMY WARRINGTON

**POST:** Graduate Teaching Assistant

**RESPONSIBLE TO:** SENCO

**LOCATION:** Hillock Lane, Woolston, Warrington, WA1 4PF

**WORKING PATTERN:** Full time, term time only

**DISCLOSURE LEVEL:** Enhanced

**JOB PURPOSE:** To work under the guidance/instruction of designated teaching/senior staff to undertake work/care/support programmes to enable access to learning for students and to assist the teacher in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching area under the guidance of teaching staff. To support the SENCO in the drive to promote the standards, expectations, procedures, protocols and interventions required in the SEND policy.

## **SPECIFIC RESPONSIBILITIES:**

### **Support for Students:**

- To establish rapport and respectful, trusting relationships with students, acting as a role model and setting high expectations.
- To supervise and provide particular support for students, including those with emotional and behavioural needs, ensuring their access to learning resources.
- To promote inclusion and acceptance of all students in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher.
- To support the implementation of IEPs, Behaviour Plans and personal care programmes.
- To plan and deliver withdrawal group interventions and 1:1 sessions of pupils with particular areas of need on the SEN register, assessing and monitoring pupils' responses to the learning activities implemented during the session
- To act as a key worker for specific pupils, offering guidance and pastoral support to encourage a positive attitude and enrich their learning in all subject areas
- To attend regular review meetings concerning individual pupils as a support key worker, addressing issues that may arise and contributing to the production of an IEP. To monitor and review the student's behaviour and attitude and setting and resetting targets where necessary
- To promote self-esteem and independence amongst students.
- To provide feedback to students on their progress and achievement under the guidance of a teacher, in line with Academy policy.

**Support for Teachers:**

- To assist the teacher with the preparation of teaching and learning materials and resources.
- To undertake structured and agreed learning activities/programmes, being aware of student learning styles. Adjust activities according to student responses/needs.
- To work with students on programmes linked to academic and creative studies e.g. literacy, numeracy, recording achievement, progress and feeding back to the teacher.
- To monitor students' responses to learning activities and achievement as directed.
- To provide detailed feedback to teachers on students' achievement and progress.
- To collaborate with teachers in the setting and monitoring of targets
- To contribute to the development and implementation of IEPs and Behaviour Plans
- To undertake student record keeping as requested.
- To assist with the collation of student reports as requested by the teacher. This may involve data input.
- To support the effective use of ICT in learning activities and develop students' competence and independence in its use.
- To maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
- To assist with the display of students' work.
- To prepare, maintain and use equipment/resources required to meet the lesson plans/learning activity and assist students in their use.
- To administer and mark routine tests e.g. spelling, mental arithmetic and invigilate tests and exams as required.

**Support for the Academy:**

- To be aware of and comply with policies relating to child protection, health & safety, confidentiality and data protection, reporting all concerns to a nominated person.
- To contribute to the overall work, smooth running and ethos of the Academy.
- To appreciate and support the role of other people in the team.
- To attend and participate in meetings as required.
- To improve one's own practice through training, self-evaluation and performance management.
- To assist with the supervision of students out of directed lesson time, including before and after Academy and lunch time, within working hours.
- To accompany teaching staff and students on visits, trips and out-of-Academy activities as required and take responsibility for a group under the supervision of a teacher.

**Other:**

- The post holder will be subject to performance management objectives agreed annually.
- The post holder will carry out additional site-specific duties (subject to negotiation).
- The post holder is expected to carry out such other duties as may reasonably be assigned by the Principal.

## **Safeguarding children and young people**

King's Leadership Academy is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**