

## **The Hundred of Hoo Academy**

### **Job Description**

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**Position: Teaching Assistant**  
**Responsible to: Head of Department**

**Overview: To support effective learning by all students throughout the Academy**

#### **Responsibilities**

All responsibilities and duties to be undertaken at the direction of, and in conjunction with teaching staff and the Lead Teaching Assistants.

- Prepare or pre-teach students to ensure that they are able to fully engage with learning. This will include reminding them of previously learned strategies.
- Ensuring students can effectively access their learning by simplifying or presenting work in a range of different ways.
- Assist students to attend lessons punctually and prepared to learn.
- Provide, and as appropriate develop, additional resources, models or images to assist students with their learning.
- Support the use of specialised equipment within a learning environment.
- Identify and signal transitions, preparing students for change
- Assist in the development and delivery of structured programmes of learning for all students
- Enable students to meet their personal and therapeutic needs
- Support students with their interaction with peers to ensure that learning is effective
- Assist students to engage in independent and self-directed learning.
- Support assessment processes, monitor, record and report outcomes, amending work appropriately.
- Contribute towards evaluating student attainment and progress so that the information can be used to plan future learning activities
- Be fully aware of individual student targets and provide the necessary advice, support and guidance to enable them to be achieved.
- Actively promote the adherence to Academy rules and guidance by students, particularly related to Attitudes to Learning.
- To respect the confidential nature of all information acquired in the performance of the job, either verbally or in writing.
- Take part in the Academy Performance Management process

This job description only contains the main accountabilities of the post and does not describe in detail all the tasks required to carry them out. Owing to the collegiate nature of the Trust's Academies it is recognised that individual College Principals may well wish to vary the nature and/or manner of execution of some of the roles outlined above. In such circumstances, any variation to the roles and responsibilities of the job holder will be agreed in writing between the Principal; the job holder; and the job holder's line manager. Such variations will only be allowed if they fall within the general scope of the roles and responsibilities of the job and the skills and capabilities of the jobholder, and they will not be taken as being grounds for a reappraisal of the job in respect of its position in the pay structure.