

Job Description

Job Title : Teaching Assistant

Grade: Range 4

Responsible to : Head of Department

Responsible for:

To work under the guidance/instruction of designated teaching/senior staff to undertake work/care/support programmes, to enable access to learning for all students and to assist the teaching, learning and behaviour of all students in the classroom. Support may be carried out in the classroom or outside the main teaching area under the guidance of teaching staff.

Key Responsibilities :

- Work with teachers in planning, adapting, evaluating and adjusting class work and intervention strategies as appropriate
- Monitor and evaluate students' response to these learning activities through observation and recording achievement against pre-determined learning objectives and desired outcomes. Provide feedback to teachers and students.
- Be responsible for keeping records and updating systems as required by the teacher and SENCo.
- Promote positive values, attitudes to learning and good pupil behaviour in line with school ATL policy.
- Liaise with parents, staff and outside agencies where necessary.
- Establish positive and productive working relationships with students and actively promote the inclusion of all students.
- Be aware and comply with policies and procedures relating to child protection, H&S, confidentiality and data protection. Report concerns to appropriate person.
- Attend, and participate in meetings and training activities as required.
- Undertake planned supervision of students out of school hours, and supervise students on visits, trips and out of school activities/catch-up.
- To undertake other duties and activities within the scope of the post as directed by the line manager.
- Responsibility for a caseload of students; providing support and sharing of information to enhance their learning and social well-being.

Person Specification :

- Good level of education to include GCSE English and GCSE Mathematics (Grade C/4 or above) – A levels would be an advantage
- Effective communication and interpersonal skills with both adults and children
- Good ICT skills – can also use ICT effectively to support learning
- Ability to work independently and use own initiative

This job description is not designed to be an exhaustive list of duties and responsibilities, but represents the current key areas of work. There will be additional duties and responsibilities explicit in the role. The content of this post will be reviewed in consultation with the post holder when necessary.

Signed :

Date :