JOB ROLE: **Teaching Assistant – Secondary Phase**

CONTRACT HOURS: **35 hours over 5 days, term time only plus 5 additional days**

**SALARY: WWF Band 4**

RESPONSIBLE TO: **Head of School / Line Manager**

**Purpose of the Post:**

To work with teachers as part of a professional team to support teaching and learning in the secondary phase to support students both within class promoting independent learning, and in small groups delivering interventions outside the classroom or with children with additional educational needs.

**Key duties and responsibilities:**

* Assist with the implementation of planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils’ responses as appropriate
* Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
* Support the teacher in monitoring, assessing and recording pupil progress/activities
* Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
* Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
* Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
* Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
* Understand and support independent learning and inclusion of all pupils as required.
* To be an ambassador for The Canterbury Academy Trust

Teaching Assistants at this level may also undertake some or all of the following:

* Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training
* Update pupil records
* Assist with break-time supervision including facilitating games and activities
* Assist with escorting pupils on educational visits
* Support pupils in using basic ICT

**Person Specification**

· Positive, friendly and enthusiastic personality

· Patience, care and respect for our young learners

· Knowledge of safeguarding issues and procedures

· Interest, experience or professional development in SEN/ ASD education

· A determination to help provide the very best inclusive education

· The ability to work as part of a dedicated and hardworking team with staff and parents

· Good written and communication skills of at least GCSE standard

· To hold a recognised teaching or teaching assistant qualification would be an advantage

**Appraisal**

* To actively participate in the appraisal process
* It should be noted that whilst the above responsibilities will form the basis of all performance management reviews it is the totality of contribution that will be the determining factor in decisions pertaining to performance.

An annual review of this job description and allocation of responsibilities will take place as part of the Appraisal process

**Continual Professional Development**

* The post holder will benefit from the Trust commitment to CPD
* The post holder will be expected to engage in professional development as agreed with the appropriate line manager.

### HEALTH & SAFETY RESPONSIBILITIES:

Ensure correct Health & Safety and food hygiene procedures are adhered to at all times and that defects to equipment and premises are reported appropriately to maintain a safe working environment.

You must abide by the Academy Health & Safety Policy and to implement that policy with regard to the general duties placed upon every one engaged in the Campus. Compliance to Campus Regulations, Health & Safety Regulations and Fire Regulations.

To partake in any Health & Safety training relevant to the job role.

**SAFEGUARDING:**

All appointments are subject to you obtaining a current enhanced disclosure and that the information revealed does not prevent or make you unsuitable to work with children as determined by the Executive Principal and/or Chair of Directors. A satisfactory DBS disclosure must be presented to the school before your employment can commence.