



The Academy of Woodlands

JOB DESCRIPTION

Job title: Teaching Assistant

Responsible to: Head of School

Purpose

To support teachers in the teaching and welfare of the learners to attain the targets set in their personal learning. There may be a requirement to work with learners with statements or additional educational needs throughout the Key Stages.

Accountability

1. Provide teaching support under the guidance of the class teacher to learners in all areas of the curriculum, individually or in small groups, learners with statements and/or learners with additional educational needs in order to aid teaching in the classroom.
2. To work with teachers and the Learners' Support Coordinator to assist in drawing up and undertaking the delivery of the individual pupil learning programmes, either in withdrawal groups or within the classroom, to ensure delivery of the individual's targets.
3. Assist the teacher with observation and monitoring of the progress of learners, maintaining accurate records within the special needs provision in order to ensure documentation of all interventions with the learners.
4. To prepare differentiated work/materials for learners' use (under the direction of the teacher).
5. Promote positive behaviour patterns, raise self-esteem and improve independent working in learners to assist in their education and growth.
6. Assist the teacher where necessary with preparation (and clearing away) of the classroom and materials to ensure effective and efficient teaching.
7. To ensure that learners receive their statutory Duty of Care in a caring environment.
8. To participate in In-Service Training and attend staff meetings where appropriate.

9. To supervise learners in the schools premises according to agreed rotas.
10. To respect confidentiality at all times.
11. To hold regular liaison time with the teacher / Learners' Support Coordinator and other support staff involved in the classroom.
12. To act in accordance with the equal opportunities policy, health and safety policy and confidentiality guidelines.
14. To take part in 'in service training' as required
15. To undertake the duties of a Teaching Assistant as outline in the Job Description for Teaching Assistant when not required to cover teacher absence, covering for absent Teaching Assistants or providing additional support where necessary.

Organisation

Responsible to Learners' Support Coordinator

The post holder is responsible to the teachers teaching the classes s/he supports on daily basis.

The post holder has no direct supervisory responsibilities.

Financial Accountabilities

The post holder has no direct financial responsibilities.

Working Environment

The post will be based within the school.

Person Specification

- Good general education with English and Mathematics qualifications to Level 2 (GCSE 'C' or above or equivalent).
- Previous relevant experience
- Relevant/suitable qualification or prepared to study for a further qualification.
- Excellent interpersonal skills.
- Good organisational skills
- Excellent interpersonal skills

- Ability to relate well to learners and adults
- Ability to work on own initiative

This job description is subject to review by the Head of School in consultation with the postholder as appropriate to the changing needs of the school.