**JOB DESCRIPTION**

**POSITION: TEACHING ASSISTANT**

**Responsible to**: Head of Student Support.

**Job Purpose:** The post holder will complement the work of the teaching staff, contributing to a range of teaching and learning activities and will work collaboratively with colleagues as part of a professional team.

**Main Duties and Responsibilities:**

1. To support the learning of students within a structured teaching situation, small group withdrawal, or individually as required.
2. To be aware of lesson objectives and to assist students in making progress towards these.
3. To engage in a discourse with teaching staff about planning student support strategies, and to assist in the preparation and development of resources.
4. To be familiar with student profiles and EHCP plans and to use this knowledge to inform support of students.
5. To monitor students’ progress and achievement, bringing issues of concern to the attention of the appropriate members of staff.
6. To maintain records of intervention where appropriate and to make them available for inspection upon request by the Head of Student Support or another member of senior staff.
7. To undertake prep duties as required.
8. To work with individual students as directed to maintain personal confidence, promote positive behaviour and encourage independence.
9. To supervise assigned students where required, to ensure their health and safety.
10. To support students entitled to exam concessions in internal and external examinations.
11. To contribute when appropriate to any multi-disciplinary discussion of the student’s needs/progress and to attend regular student support and pastoral meetings as required.
12. To participate in relevant staff development activities.
13. To liaise with the Head of Student Support and the Higher Level Teaching Assistant on a regular basis.
14. To become familiar with, understand, and adhere to School policies and procedures.
15. To maintain confidentiality in and outside the workplace.
16. To undertake from time to time such work as may reasonably be determined by the Head of Student Support.