

Job Description

Job Title : Teaching Assistant

Grade: Kent Range 4

Responsible to : Head of AEN

Responsible for: To work under the guidance of the Head of AEN and within an agreed system of supervision, to implement agreed work programmes/intervention strategies with students both in and outside the classroom and assist the teacher in evaluating their impact. This will also involve assisting the teacher in planning, and the management/preparation of resources.

Hours: 33.75 per week. 8.15am until 3.45pm Monday to Friday (inclusive of a 45 minute lunch break). Term time only plus 5 staff development days.

Key Responsibilities :

- Work with teachers in planning, evaluating and adjusting work programmes/intervention strategies as appropriate
- Monitor and evaluate students' response to these learning activities through observation and recording achievement against pre-determined learning objectives. Provide feedback to teachers and students.
- Be responsible for keeping records and updating systems as required by the teacher. Undertake marking of students' work and recording achievement/progress.
- 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 sessions.
- 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 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.