



JOB DESCRIPTION

Job Title:	Teaching Assistant
Department:	Learning Support
Responsible to:	Lead/Head of Dept.
Grade:	Future Schools Trust Scheme 3
Contract Type:	Full time, term time only

1. Main Purpose of Job

To work under the guidance of Head of Dept. to assist and support the work of class teachers in meeting the needs of all students across all areas of the curriculum by:

- Supporting the teacher
- Supporting the students
- Supporting the curriculum
- Supporting the School

2. Accountability

- To support all students in class, as directed by the class teacher. This may be individually or in small withdrawal groups or in whole classes under the guidance of the class teacher/Head of Department. On occasions, this may include supporting students on educational visits.
- To maintain NLL Teaching Assistant Standards
- To liaise with the class teacher/ HoD regarding planning for the lessons and class data.
- To prepare differentiated work/materials for teaching assistant, class teacher or student's use.
- To assist with the assessment of students as requested.
- Where appropriate, to assist in the physical wellbeing of the students.
- To participate in NLL training, performance management, staff meetings and twilight CPD
- Such other duties as ALT/Head of Department may from time to time request.
- Contribute to and create departmental displays
- Undertake other reasonable duties that are consistent with both the job title and job description.
- As directed, carry out intervention work with identified students.

N.B. The postholder will carry out his/her responsibilities in accordance with the Governing Body's equal opportunities policy.



3. Person Specification

- Experience of working with children of relevant age.
- Has experience of working in educational establishments, ideally within a classroom
- Good general education including sound skills in numeracy/literacy
- Able to participate in professional development and training opportunities
- Ability to relate well to children and adults
- Ability to work as part of a team
- Ability to work on own initiative, as required
- Able to understanding classroom roles and responsibilities and your own position within the classroom.
- Flexible approach
- Basic technology skills.
- Must undertake safeguarding training
- Currently holds a first aid certificate or willingness to complete first aid training.

Financial Accountabilities

There are no financial accountabilities

Working Environment

The role will be school based and primarily within the classroom

This Job Description is provided to assist the postholder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

Health and Safety

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

Safeguarding

Future Schools Trust is committed to the safeguarding of all of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Full Governing Body to ensure the safety of all young persons within its care.