



Job Description – Teaching Assistant

Post -	Teaching Assistant – Level 2 (Numeracy Focus)
Scale -	Grade D (Point 7 – 10)
Hours -	Term Time Only, Full Time, 32.5 hours per week

Main Purposes of the Job

To supervise individuals and groups of children in order to accelerate their progress and learning, working in close liaison with teaching staff and leaders to ensure students catch-up with their learning (enabling them to do well and access the full curriculum).

To work with the Curriculum Leader Learning Support to assist with the planning and delivery of the Key Skills and Catch-Up group work-shops

To support teachers to ensure such students develop good and great attitudes to learning.

To be attached to the Curriculum Areas in Learning Support and Mathematics and work under the direction of the Curriculum Leader, Learning Support and the Curriculum Leader Mathematics, to work with students and small groups who have been identified as having targeted needs.

Summary of Responsibilities and Personal Duties

Learning Support for the Student:

1. Deliver structured and agreed tutoring for the student(s);
2. Deliver all agreed interventions.
3. Use ICT as appropriate in this work
4. Prepare, maintain, use and improve all resources required to meet the lesson plans/learning activity or tutorial;
5. Comply with all policies and procedures related to child protection, health, safety, security, confidentiality and data protection;
6. Liaise with other agencies as agreed and appropriate;
7. Attend and participate in all meetings relevant to the role;
8. Support enrichment and extra-curricular activities as required;
9. Establish excellent learning relationships with the students, acting as a role model and setting the highest of expectations for progress, learning habits and behaviour;
10. Respond to the academic and pastoral needs of individual students
11. Promote our values of Politeness, Hardwork and Honesty and our excellent attitudes to teaching and learning (PRIDE): excellent presentation; learning resilience; independence; ability to meet deadlines; and, striving for excellence.
12. Track and monitor the academic progress of individual students
13. Tutor on all necessary intervention programmes (including Lesson 6) and planned group work.
14. Provide feedback to students and their parents in relation to progress and achievement.

When working in class with the Teacher:

1. Have a good prior knowledge and understanding of the key concepts and skills identified in the schemes of work so that support can maximise benefits to teacher and student(s);
2. Challenge and support students to access and benefit from the teaching and curriculum on offer
3. Secure students' independent approaches to their work in class and ***avoid dependence on you***;
4. Monitor, track and evaluate students' oral and written responses to their learning through observation and planned recording against pre-agreed learning objectives;
5. Provide objective and accurate feedback and reports as required (with evidence);
6. Keep and update records;
7. Administer and assess tests;
8. Deal promptly with poor behaviour and unacceptable learning attitudes
9. Liaise well with parents and carers, as required
10. Escort students as necessary and assist in movement around school
11. To provide resources for pupils where appropriate, to enable them to gain full access to the curriculum.
12. To liaise with subject teachers where appropriate, to enable quality support to take place.
13. To liaise with the Learning Support Teaching staff who are responsible for the individual education plans or similar of pupils receiving in-class support.
14. To provide verbal or written information regarding pupils with such needs to the Learning Support.

In general:

1. To offer personal care for pupils with medical needs in line with health Care Plans.
2. To attend review meetings of pupils when necessary and to attend planning meetings.
3. To prepare and run key skills' and Lesson 6 workshops and mark the work and provide

feedback to students that they respond to.

4. To support in the school's Learning Support Curriculum Area when required
5. To provide amanuensis support at exam periods.
6. To support educational visits where necessary.
7. To work with other Teaching Assistants/Curriculum Tutors on display work.
8. Such other duties as reasonably correspond to the general character of the post and its level of responsibility

Health and Safety

The person appointed must at all times work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LEA's policies and procedures.

The job description may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in the School's appraisal programme for support staff and to participate in appropriate staff training and development activities.