

Job Description: Teaching Assistant

Hours of Work:	26.25 hours per week, 39 weeks per year
Grade:	C (points 14-18)
Department:	SEN
Responsible to:	SENCo

MAIN PURPOSE OF THE POST

Under the instruction/guidance of senior staff provide general support in a specific curricula/resource area, including preparation and maintenance of resources and support to staff and students.

Support for Students

1. Support students in accessing learning activities under the guidance of the teacher.
2. Provide feedback to students in relation to progress and achievement.

Support for the Teacher

3. Create and maintain a purposeful, orderly and productive working environment.
4. Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc.
5. Maintain records as requested.
6. Implement structured learning activities/teaching programmes learning activities.
7. Ensure the health and safety and good behaviour of students at all times.
8. Administer routine tests and invigilate exams and undertake routine marking of students' work.
9. Provide clerical/admin support e.g. typing, word processing, DTP, photocopying, printing and display, etc.

Support for the Curriculum

10. Monitor and manage stock and supplies, cataloguing as required.
11. Maintenance of specialist equipment, check for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs.
12. Demonstrate and assist others in safe and effective use of specialist equipment/materials.

Support for the Academy

13. Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
14. Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
15. Contribute to the overall ethos/work/aims of the academy.
16. Appreciate and support the role of other professionals.
17. Attend and participate in relevant meetings as required.

18. Participate in training and other learning activities and performance management as required.
19. Assist, where appropriate, with the supervision of students out of lesson times e.g. clubs, extra-curricular activities.

General Duties

20. As and when required to undertake duties in connection with personal hygiene and welfare of students as directed by teaching staff and where necessary escort students home.
21. Be an effective role model for the standards of behaviour expected of students.

The post holder has an important duty to promote and safeguard the welfare of all students and, in doing so, follow the policies and procedures of the Academy.