

**Job Title:** Advanced Teaching Assistant

**Reporting to:** SEND Officer or Inclusion Coordinator

**Grade:** 5

### **Overall purpose of the post:**

To work with teachers to support progress and attainment of teaching and learning by supervising small groups or individual students under the direction of teaching staff and/or line manager by working flexibly in various environments including online learning. This might involve assisting students across multiple lessons and subject areas at one time.

### **Main duties and responsibilities:**

- Deliver planned learning activities and teaching programmes as agreed with the teacher in classrooms and online learning environments, adjusting activities according to students responses as appropriate;
- Deliver necessary intervention programmes in classrooms and online learning environments to small groups or individual students under the direction of the line manager including monitoring the impact of the intervention at every praising stars cycle;
- Assess, monitor and record on student development, progress and attainment via the appropriate ICT systems as agreed with the line manager;
- Monitor and record student responses and learning achievements and alert the line manager to any complex changes or any unresolvable problems;
- Be involved in supporting, implementing and monitoring of individual development plans e.g. EHCP Annual Reviews, Termly Person Centred Reviews, One Page Profiles, Individual Health Care Plans, PEEPs and Behaviour Plans;
- Support learning by arranging or providing resources for lessons/activities under the direction of the teacher;
- Support students in social and emotional well-being, reporting problems to the teacher where necessary;
- Provide support to students with special educational needs including learning, communication, behavioural, social, sensory and/or physical difficulties;
- Provide support to students where English is not their first language;
- Provide support to gifted and talented students;
- Provide support to all students across their learning areas e.g. ICT, English, Maths or National Curriculum subjects;

- Establish and maintain relationships with families, carers and other adults e.g. speech therapists;
- Provide short term cover for small groups and learning environments, including the Bridge, PLC, VMG/HMG, detentions and online learning;
- Be responsible for the preparation, maintenance and control of stocks of materials and resources;
- Invigilate exams and assessments;
- Escort and supervise students on educational visits and out of academy activities;
- Support students in developing and implementing their own personal and social development;
- Support pupils in their social and emotional wellbeing, reporting problems as appropriate;
- Assist students with eating, dressing and personal hygiene as required whilst encouraging independence;
- Prepare and present displays;
- Supervise groups or individual students throughout the day including in the classroom, online learning environments, dining areas and the academy premises;

### **Additional Responsibilities**

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **Personal Contacts**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.