

JOB DESCRIPTION

Post Title	GRADUATE TEACHING ASSISTANT (Part-time)
Salary	Up to £22,450 FTE Band 1/ Group 3 <i>This post is for 30 hours a week (plus training Weds to 5pm) x 39 weeks a year</i>
Disclosure level	Enhanced
Purpose	To provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils (e.g. SEN, EAL, all underachieving groups), by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes, and to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.
Planning	<ul style="list-style-type: none"> Plan and deliver learning activities to pupils/groups, adjusting activities according to pupil responses/needs. Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans. Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need. Contribute to the planning of opportunities for pupils to learn in out-of-school contexts in line with school's policies and procedures.
Teaching & Learning	<ul style="list-style-type: none"> Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils. Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom. Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others. Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times. Evaluate pupils' progress through a range of assessment activities. Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs. Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement. Maintain and analyse records of pupils' progress.

CPD	<ul style="list-style-type: none"> • Undertake specialist training to help develop the skills and competencies to effectively support students with communication and interaction needs. • To take part in the academy's CPD programme by participating in arrangements for further training and professional development. • To engage actively in the Performance Management Review process. • To work as a member of a designated team and to contribute positively to effective working relations within the school.
Other	<ul style="list-style-type: none"> • Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas. • Escort and supervise pupils on educational and out of school activities. • To help to implement academy quality control systems procedures and policies and to adhere to these. • To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy. • To attend staff briefings and team meetings etc. in accordance with the academy calendar. • To take part in marketing and liaison activities such as Open Evenings, Parents Evenings etc. • To contribute to the development of effective subject links with external agencies and develop opportunities for students to engage in enterprise activities etc. • Any individual tasks as deemed necessary and as instructed by the Principal or line manager.
Other Specific Duties:	
<ul style="list-style-type: none"> • To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example • To promote actively the academy's Policies & Procedures • To continue personal development as agreed • To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate • To undertake any other duty as specified not mentioned in the above • To comply with the Academy's procedures concerning safeguarding and to ensure that training is accessed 	
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students.</p> <p>This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p>	

*I confirm that I have read and understood the details contained within this job description.
I understand that by signing this document, I agree to the terms and conditions contained within it.*

Signed	
Print Name	

Dated	
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