



## JOB DESCRIPTION

*The Manor Drive Academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

**Job Title:** Highly Skilled Teaching Assistant

**Grade:** 7

**Purpose of Job:** Working under guidance, provide support in addressing the needs of pupils who need particular help to overcome barriers to learning.

### **SPECIFIC DUTIES**

#### **a) Supporting the Pupil**

- 1 Under the direction of the Class Teacher, provide specialist learning support to individuals, small groups, or children with additional needs who would benefit from a different learning approach.
- 2 Encourage and promote the inclusion and acceptance of all pupils.
- 3 Liaise with specialist services on behalf of individual pupils, eg educational psychologists, speech therapists, by agreement with the class teacher.
- 4 Provide feedback to pupils in relation to progress and achievement.

#### **b) Supporting the Teacher**

- 1 Work with the Teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- 2 Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against predetermined learning objectives.
- 3 Provide detailed and regular feedback to the teacher on pupil achievement, progress and other matters, eg Provision Maps and EHCPs
- 4 Contribute to behaviour management within the school and take charge of situations to allow the teacher to continue to work with the rest of the class.
- 5 Undertake support activities for the teacher as required.
- 6 To lead the cover of the class in the absence of the teacher with the support of at least one other teaching assistant.

#### **c) Supporting the Curriculum**

- 1 Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- 2 Implement local and national learning strategies eg literacy, numeracy, early years, and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- 3 Provide additional tuition for children who need extra support with ICT.

4 Help pupils to access learning activities through specialist support.

**d) Supporting the School**

- 1 Be aware of, and comply with, policies and procedures, eg child protection, health, safety and security, internet safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- 2 Supervise pupils on visits, trips and out-of-school activities as required.
- 3 Develop and maintain effective relationships with staff, parents, carers or relevant external agencies.
- 4 Attend and participate in regular meetings as required.
- 5 Recognise own strengths and areas of expertise, and use them to advise and support others.

**Variation Clause:**

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to examine job descriptions periodically, update them and ensure that they relate to the job performed, or to incorporate any proposed changes consistent with funding. This procedure will be conducted by the Head of School in consultation with the post holder
- 2 In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

**Flexibility Clause:**

1. Other duties and responsibilities express and implied which arise from the nature and character of the post consistent with funding.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.