**Job PROFILE**

Teaching Assistant (Senior Academy)

## Main Purpose:

To work under the direction and instruction of appropriate staff to support access to learning for students and provide general support in the management of students in the classroom. Assisting the teacher in the planning cycle including the management and preparation of resources, implementing agreed work programmes with individuals / groups both within and out of the classroom, and to provide general support in the management of students in the classroom.

The post-holder may also supervise whole classes during the short-term absence of teachers, when the primary focus will be to maintain good order and to keep students on task.

# Duties and Responsibilities:

1. **Support for students** 
   * To assist with the development and implementation of individual Education / Behaviour / Support / Mentoring Plans
   * To promote good behaviour, dealing promptly with conflict and incidents in line with policy and encouraging students to take responsibility for their own behaviour. Attend to the students’ personal needs and implement related personal programmes including social, health, physical, first aid and welfare matters
   * Supervise and support students, ensuring their safety and access to learning, including on visits, trips and out of school activities as required
   * Establish good relationships with students, providing relevant pastoral support, and acting as a role model and responding appropriately to individual needs
   * Encourage students to interact and work cooperatively with others and to engage in all activities
   * Support students consistently whilst recognising and responding to their individual needs; promoting independence and employing strategies to recognise and reward
   * Receive and supervise students excluded from or otherwise not working to a normal timetable
   * Provide appropriate feedback to students relating to their progress and achievement
2. **Support for the Teacher**
   * To promote the inclusion and acceptance of all students within the classroom
   * To work with the teacher in lesson planning, evaluating and adjusting lesson/work plans as appropriate
   * To work with the teacher to establish an appropriate learning environment, which would include the development and implementation of appropriate behaviour management strategies
   * To provide objective and accurate feedback and reports, as required, to the teacher, on student achievements, progress and other matters
   * Support the teacher in managing student behaviour
   * To monitor and evaluate student responses to learning activities through observation and planned recording of achievements against predetermined learning activities
   * To be responsible for student record keeping and provide objective and accurate feedback and reports, as required, to the teacher, on student achievements, progress, problems and other matters
   * To undertake marking of students’ work and accurately record achievement/progress
   * To liaise sensitively and effectively with parents/carers gathering and reporting information as agreed with the teacher within your role and responsibility and to participate in feedback sessions/meetings with parents/carers.
   * To liaise with contributory and other relevant schools or bodies to gather student information
   * Prepare the classroom, as required, for lessons and clear afterwards and assist with the display of student’s work
3. **Support for the Curriculum**

* Support students to understand instructions and assist them in accessing learning activities through specialist support
* Support students in respect of local and national learning strategies, e.g. literacy, numeracy, key stage etc. as directed by the teacher
* Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs
* To administer and assess routine tests and invigilate exams/tests.
* Support students in using basic ICT developing students’ competence and independence in its use
* To undertake planned supervision of students out of school hours learning activities
* Determine the need for, prepare and maintain general and specialist equipment and resources and assist students in their use

1. **Support for the Academy**
   * Be aware of and comply with policies and procedures relation to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with the policy
   * Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
   * In conjunction with the teacher, support the role of other professionals, establishing constructive relationships and communication with other agencies in order to support the achievement and progress of students
   * Liaise with outside agencies
   * Attend and participate in relevant meetings as required
   * To provide appropriate guidance and supervision and assist in the training and development as appropriate
   * Participate in training and other learning activities and performance development as required
   * Assist with the monitoring of students out of lesson times including both before and after school and at lunchtimes / break periods
   * Accompany teaching staff and students on visits, trips and out of school activities as required
   * There may be an occasional requirement to attend work outside of the normal working day for which appropriate payment would be made
2. **General duties and responsibilities**

* Appropriate knowledge of First Aid will be required, for which training will be provided.
* To appropriately maintain the confidentiality of the working environment
* Contribute to and promote the overall ethos/aims of the academy/trust
* Support and maintain a positive working environment between colleagues across the academy
* To undertake training as required
* To be familiar and comply with all relevant Health and Safety, Management of Risk, Operational, Personal, Data Protection and Financial Regulations policies and procedures.
* To ensure duties and responsibilities are carried out in a safe manner and safe working practices are adopted, in accordance with the Health and Safety at Work Act, 1974.
* To understand and comply with procedures for emergency evacuation
* The role is based at in the specified academy but may involve working at locations in the trust
* The post holder will be expected to work in a flexible manner undertaking any reasonable duties commensurate within the range and grade of the post, or indeed lesser duties as directed and whether detailed within this profile or not, but as required by the academy to enable students to achieve and reach their full potential. This is an outline job profile only to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility.

*The purpose of this job profile is provide an overview of the duties and responsibilities involved in this role, however it is not intended to be exhaustive. In consultation with the post holder, this profile may be reviewed and could be subject to change during the course of employment.*

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.