

Executive Headteacher Mr D Gurney B.A. Hons / NPQH / NLE

Head of Academy Mrs S Roberts BSC. Hons / PGCE / NPQH

Job Description: Teaching Assistant

You will be ultimately responsible to the Assistant Headteacher but accountable in the first instance to the SENCO or Subject Leader of the department to which you are attached. In the role of Teaching Assistant you will:

- support the Visions, Values and Expectations of the academy
- support the academy in ensuring that all learners receive a curriculum appropriate to their individual needs so that they fulfil their potential at the end of each Key Stage
- support a specific form group or provide support to a named department
- support identified learners in the classroom or work with small withdrawal groups
- be aware of the potential and track the progress of the learners with special needs (as identified by the SENCO) in your groups and, where there is underachievement, discuss this with key members of the teaching staff to plan appropriate intervention strategies
- alert teaching staff to any issues which may impact upon the learning of the students in their identified cohorts
- prepare appropriate materials to support the learning of SEN students
- supervise the learning of whole classes in the absence of a teacher
- ensure that those who have been absent are able to catch up with the work
- be involved in form time mentoring
- provide support for a specific department in terms of Workforce Reform or to organise out of hours learning
- do a duty before, after and during the academy day
- support the organisation of and attend, Progress Review Evenings and contribute to the discussions about individual student's progress
- attend trips and residentials as directed
- carry out administrative tasks where required
- attend meetings, whole academy events and CPD as required
- undertake other duties as directed by the Head of School