**ALEXANDRA ACADEMY TRUST**

**JOB DESCRIPTION**

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| **JOB TITLE** | **Teaching Assistant- Support (Grade 4)** |

**BASIC JOB PURPOSE**

To support the teaching staff and teaching assistants in the development and education of pupils in accordance with the aims and policies of the academy.

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|  | **MAIN RESPONSIBILITIES** |
| 1. | Assist teaching staff in the delivery of learning activities and work programmes and undertake predetermined activities with children so that their intellectual and social development (including self-reliance and self-esteem) is fostered. |
| 2. | Provide input into the planning and evaluation of learning activities for individuals and groups of children to enable the teaching staff to make informed decisions when developing their plans. |
| 3. | Proactively supervise the activities of individuals or groups of children both in and out of the classroom (including playtimes, lunchtimes and educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the Academy’s Positive Behaviour Policy. |
| 4. | Monitor individual children’s progress, achievements and development and report these to the teaching staff/line manager to inform decisions taken regarding School Focussed Plans, Personal Education Plans and Education and Health Care plans. |
| 5. | Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the children’s wellbeing. |
| 6. | Record children’s information, as specified by the teaching staff/line manager to ensure the Academy’s information systems are maintained. |
| 7. | Attend to the personal, social and physical needs of children so that their wellbeing is maintained. |
| 8. | Prepare and maintain learning resources and ensure that the academy buildings and grounds are kept tidy so that children experience a safe and aesthetically pleasing learning environment, which complies with relevant health and safety requirements. |
| 9. | Display and present the children’s work, under the direction of teaching staff, so that it enhances the Academy environment and celebrates achievement. |
| 10. | Attend staff and other meetings and participate in staff training development work and staff reviews as required. |
| 11. | Mark children’s work in accordance with the Academy’s Marking Policy. |

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Principal/ Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.