



Midsomer Norton
Schools Partnership



Buckler's Mead
ACADEMY

Job Description – Literacy Teaching Assistant

Grade: Grade 3

Responsible to: Head of Department

1. JOB PURPOSE

- To work under the guidance of the Head of Department to implement agreed work programmes/intervention strategies with groups of students both in and outside the classroom and assist the teacher in evaluating their impact.
- To assist the teacher in planning, and the management/preparation of resources.

2. MAIN DUTIES AND RESPONSIBILITIES

Under the guidance of the Head of Department/Staff

- To be responsible for the administration of our whole school class reading programme.
- To be responsible for the organisation, marking and data entry of assessments such as NGRT reading tests.
- Undertake any ordering of resources required for the department.
- Undertake the administration of trip, visit and event planning.
- Undertake small group interventions with a focus on literacy.

Other Duties

- Support vulnerable students in class using a range of strategies which might include scribing, reading, explaining and summarising.
- Undertake any data entry or administration tasks needed to support teachers in monitoring student progress.
- Monitor groups of students working on the Reading Plus (online) programme.
- Promote positive values, attitudes to learning and good student behaviour in line with school policy.
- Liaise with parents, staff and outside agencies where necessary.
- Establish positive and productive working relationships with students and actively promote the inclusion of all students.
- Be aware and comply with policies and procedures relating to safeguarding, H&S, confidentiality and data protection. Report concerns to the appropriate person.
- Attend, and participate in meetings and training activities as required.
- Undertake planned supervision of students out of school hours, and supervise students on visits, trips and out of school activities/catch-up sessions.
- In conjunction with the Head of Department, assist with the completion and review of Risk Assessments.
- To undertake other duties and activities within the scope of the post as directed by the line manager.
- Occasional First Aid duty cover may be required.
- To produce timely, positive, and meaningful press releases and content for local media, senior leaders, governors, and the wider community.
- To manage and coordinate the school's social media calendar, ensuring a consistent stream of "good news" and "stories" that celebrate student and staff achievements.
- To support the planning and delivery of major school events, ensuring professional presentation and effective promotion to prospective parents and the community.
- To liaise with departmental staff to gather content, ensuring that subject-specific successes are represented accurately and consistently across school channels.
- To support the production of communications for parents/carers, ensuring clarity, accuracy, and consistency in tone and branding.
- To capture high-quality photography and video footage of school activities to build a comprehensive media bank for promotional use.
- To monitor and analyse the effectiveness of marketing campaigns and social media engagement to identify trends, strengths, and areas for improvement.

3. PERSON SPECIFICATION

It is expected that the successful candidate would possess the following attributes:

Essential
Good level of education to include GCSE English and Mathematics
A friendly and courteous manner.
Good ICT skills – can also use ICT effectively to support learning.
Ability to work independently and use own initiative.
Strong organisational skills
Desirable
Experience of working in a school and/or with young people
Appropriate knowledge of general first aid
Training in the relevant learning strategies e.g. literacy.
General understanding of national/foundation stage curriculum and other basic learning programmes/strategies/codes of practice.

4. PHYSICAL EFFORT

The postholder will be expected to undertake bending, stretching and lifting in the course of their duties e.g. preparing the classroom, displaying pupils work, assisting pupils during lesson times, engaging in activities led by the teacher. There may be an increased level of physical effort required for children with personal or specialist needs.

5. WORKING ENVIRONMENT

During occasional periods of supervision, there will be an expectation that the postholder will be exposed to heat and cold which on occasions, for example adverse weather conditions, may be higher than normal.

6. GENERAL

1. The postholder will be expected to undertake any appropriate training provided by the Trust and/or School to assist them in carrying out any of the above duties.
2. The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
3. The postholder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
4. This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.
5. This trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS Certificate is required for this post prior to commencement.

Post Holder:

Name: _____

Signature: _____

Date: _____

Line Manager:

Name: _____

Signature: _____

Date: _____