



## **Lincolnshire Gateway Academies Trust**

### **Name:**

This job description outlines the general duties and responsibilities of this post. The job description is not exhaustive; it fits with the Academy's ethos to promote performance management and quality service.

### **Job Title – Teaching Assistant – LGAT 5**

### **Responsible to – Principal and SENCO**

### **Job Overview**

Teaching Assistants are appointed to work with children over the whole age range as part of a team under the general direction of the Principal, who will be responsible for the overall policy and educational programme and for matters of control and discipline.

The Teaching Assistant will be a member of the support staff under the direct leadership and general supervision of a classroom teacher/senior staff.

The general duties will be to assist students, including those with SEN, with their day-to-day personal care needs; to work alongside other professional staff to further students' personal independence skills and to enable them to maximise their access to the curriculum by the use of teaching aides and other support appropriate to their needs. The postholder will also carry out other related practical duties to support the classroom teacher.

### **Main Responsibilities**

Under the direct leadership and supervision of the teacher, or line manager, within the agreed educational plan and framework of the Trust's agreed policies and procedures, the postholder will undertake a range of duties, which may include:

1. Assisting teachers with the strategies to enhance attainment levels of students
2. 1-1 tutor/mentor
3. Deliver pre-prepared programmes as directed by class teacher
4. Assisting students to access the set curriculum
5. Help to promote students' good behaviour and discipline
6. Liaise with teachers with regard to students' behaviour and attainment
7. Work in various areas of the Academy under supervision



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8. Assist with the development of appropriate resources to support the students
9. Carry out administrative tasks directed by the teachers or line manager
10. Liaise with other members of the team supporting the students when asked to do so
11. Provide oral and written contributions to reviews of students' progress, as appropriate
12. Provide regular oral feedback about students to the teacher
13. Assist teachers in the creation and maintenance of wall displays

In addition

14. Delivering pre-determined educational activities and support programmes to individual and groups of students e.g. behaviour modification, emotional support and mentoring for a significant number of periods in the week
15. Participating in the evaluation of the support programmes
16. Liaising with other members of the team
17. Developing appropriate resources to support the students
18. Keeping accurate records of students' progress and updating central records as required
19. Whole class cover for absent teaching staff
20. Supervise the Social Inclusion Unit assisting students to complete work and maintain a positive working environment at all times
21. Act as an academic tutor for a group of students and monitor and assess their progress against academic targets
22. Register form groups in the absence of the Form Tutor
23. Assist HOH with administrative duties

## **General**

24. The duties and responsibilities in this job description are not restrictive and the postholder may be required to undertake any other duties which correspond to the general character of the post and are commensurate with its level of responsibility.



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25. The postholder must carry out his/her duties with full regard to the Trust's Equal Opportunities policy.
26. The postholder must carry out his/her duties with full regard to the Trust's Health and Safety procedures.