

**Job Description**

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| **Job Title:** | Teaching Assistant |
| **Location:** | Thomas Middlecott Academy |
| **Job Purposes:** | To work under the guidance of teaching/senior staff and within an  agreed system of supervision, to implement agreed work  programmes with individuals/groups, in or out of the classroom.  This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting teachers in the whole planning cycle and the management/preparation of resources. |
| **Background:** | **The David Ross Education Trust (DRET) is a growing network of academies with a geographical focus on Northamptonshire, London, Lincolnshire and Yorkshire/Humber region. The network is a mix of primary, secondary and special academies and a mix of those that have chosen to join DRET on conversion and those that are sponsored academies.** |
| **Reporting To:** | SENCO |

**Key Responsibilities**

# Key Duties and Responsibilities

* Supervise and support a named pupil and other children when required.
* Provide routine classroom support when required
* Prepare and retain learning resources
* Participate in team meetings, staff development activities and the wider school community to support the achievement of individual children.

# Person Specification

# Qualifications and Professional Development

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**Essential**

* NVQ Level 2 or equivalent
* Previous experience of working with children of relevant age.

**Desirable**

* Understanding of how children learn
* Understanding of the secondary curriculum
* Experience of supporting pupils with Literacy interventions
* Experience of supporting individual children in a classroom on a 1:1 basis.

# Knowledge, Skills and Competencies

* Can use ICT effectively to enhance learning
* Use of other equipment technology – IPods/ Chrome books
* Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
* Working knowledge of national curriculum and other relevant learning programmes/strategies
* Understanding of principles of child development and learning processes
* Ability to self-­‐evaluate learning needs and actively seek learning opportunities
* Ability to relate well to children and adults
* Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these

# Standards and Quality Assurance

Support the aims and ethos of the school – refer to website

Set a good example in terms of dress, punctuality and attendance

Attend team and staff meetings

Undertake professional duties that may be reasonable assigned by the head teacher

Be proactive in matters relating to health and safety and safeguarding

# Other duties

Any other duties as may be reasonably expected of the role from time to time.