

JOB DESCRIPTION

Job Title: Enhanced Teaching Assistant
Grade: Grade 5

Purpose of the role (job statement)

To collaborate with teachers in planning and delivering programmes of teaching and learning activities for classes. The primary focus is to undertake educational activities with individuals, groups and whole classes within a framework agreed with and under the overall direction of a qualified teacher.

Responsibilities

Key duties:

Plan, prepare and deliver specified learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the direction of a teacher.

Assess, record and report on development, progress and attainment

Liaise with staff and other relevant professionals and provide information about pupils as appropriate

Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision

Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning

Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate

Be responsible for a Form group as required

Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews

Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc

Liaise with external agencies on a regular basis

Teaching Assistants at this level are expected to undertake at least one of the following:

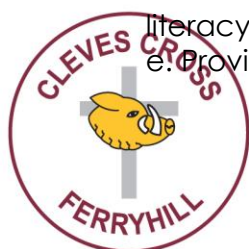
a. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties

b. Provide specialist support to pupils where English is not their first language

c. Provide specialist support to gifted and talented pupils

d. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).

e. Provide short-term cover supervision of classes.



Note: The options in point 7 are alternative specialisms and only the specialism actually applicable should be evaluated.

Teaching Assistants in this role may also undertake some or all of the following:

1. Supervise or manage the work and development of other classroom support staff
2. Be responsible for the preparation, maintenance and control of stocks of materials and resources
3. Provide pastoral care to pupils for example as head of year or tutor group
4. Be responsible for pupils who are not working to the normal timetable
5. Invigilate exams and tests

General

The post holder must carry out their duties with full regard to the academy's Child Protection, Equalities and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.

That the post holder is required to comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters to protect both themselves and others.

Any other duties of a similar nature related to the post, which may be required from time to time.

- That the post holder will be required to comply with all academy policies, including the no smoking policy.