



JOB DESCRIPTION

JOB TITLE:	TEACHING ASSISTANT (APPRENTICE)
JOB HOLDER:	
LOCATION:	CHASE TERRACE ACADEMY, BURNTWOOD, WS7 2DB.
LINE MANAGER:	SENDCO
HOURS OF WORK:	37 (39.2 WEEKS) 08:00 – 16:00, Monday – Thursday. 08:00 – 15:30, Friday. (inclusive of a 30 minute, unpaid lunch break)

STATEMENT OF PURPOSE

The post holder will work under the direct instruction of teaching staff, usually in the classroom with the teacher, providing general support to the teacher in the care of students and management of the classroom.

MAIN DUTIES AND RESPONSIBILITIES

Work may be carried out in the classroom or outside the main teaching area, assisting teachers in the following:

Support to teachers:

- To provide structured support in accordance with specific work programmes designed and supervised by individual teachers.
- To support the teacher in the development and implementation of Individual Education/Behaviour Plans.
- To assist in maintaining classroom discipline through the implementation of the Academy's behaviour management strategies.
- To provide support to students to achieve learning goals, e.g. guided reading.
- To assist the teacher with the planning of learning activities.
- To assist the teacher in monitoring students' responses to learning activities and accurately record achievement/progress as directed.
- To provide detailed and regular feedback to teachers on students' achievement, progress, problems etc.
- To undertake appropriate basic admin tasks.

Support to students:

- To accompany teaching staff and students on visits, trips and activities as required.
 - To encourage pupils to interact with others and engage in activities led by the teacher.
 - To assist children in matters of personal needs and their general health including first aid and welfare matters.
 - To arrange medical/dental visits as appropriate.
 - To provide general support to students ensuring their safety, by complying with good H&S practice.
 - To be a designated first aider.
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Support to curriculum:

- To assist the teacher in the preparation and development of agreed curriculum activities/materials.
- To provide support in literacy/numeracy/SEN strategies.
- To support the use of ICT in learning activities and develop students' competence and independence in its use.

Academy support:

- To promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- To comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of, support and ensure equal opportunities for all.
- To contribute to the overall ethos/work/aims of the academy.
- To establish constructive relationships and communicate with other agencies/professionals.
- To attend and participate in regular meetings.
- To participate in training and other learning activities and performance development as required.
- To recognise own strengths and areas of expertise, using these to advise and support others.
- To assist with student needs as appropriate, during the academy day.

Whilst every effort has been made to explain the responsibilities of the post, each individual task may not have been identified. All staff will be expected to accept reasonable flexibility in working arrangements and comply with any reasonable request from their line manager, undertaking work or tasks of a similar level that is not specified in this job description.

NOTES

1. The content of this job description will be reviewed with the post holder on an annual basis, in line with the academy's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade, must be discussed with the post holder and the relevant trade union, before submitting for re-evaluation.

This academy is committed to safeguarding and promoting the welfare of young people. The successful applicant will be required to demonstrate a commitment to the academy's Equal Opportunities Policy and to undertake a criminal record check with the Disclosure and Barring Service.

Signature Date
(Job Holder)
