

## Job Description

### Post: Secondary Teaching Assistant L1/2

#### Purpose

To challenge educational and social disadvantage by supporting class teachers in order to achieve the highest possible standards and prepare all our students to lead successful lives.

#### Duties and Responsibilities

- Support class teachers to plan, deliver and review lessons which are appropriate to the age and ability of the students so as to facilitate progression in students' learning.
- Support the learning of students in lessons as directed by class teachers, including small group teaching and, in exceptional circumstances, full class cover.
- Facilitate the exceptional progress and well-being of any individual or group of students; provide guidance and advice to students on educational and social matters.
- Promote and maintain discipline in accordance with the rules and behaviour policy of the academy.
- Use formative assessment to adapt teaching and the work of students to make sure that learning is proceeding in the right direction and to support that learning.
- Lead small group interventions for literacy, numeracy or pastoral support.
- Support students outside of lessons, as appropriate.
- Communicate effectively with the class teacher/s and SENDCo to share students' learning.
- Support staff and students by signposting the use of specialist aid / resources / equipment for students' needs, as guided by the SENDCo.
- Support the delivery of exams and other summative assessments.
- Contribute to student passports in liaison with students and families.
- Develop positive working relationships with students and their families in order to provide advice, training and guidance.
- Contribute towards and maintain high quality displays and an engaging learning environment.
- Support with the management of learning resources, including auditing, replenishing and reordering.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Provide first aid and support students with medical needs, including maintenance of relevant records and first aid boxes.
- Participate in the academy coaching process.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Principal.

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***