

## **JOB DESCRIPTION**

### **Job Title: Teaching Assistant (Parkway)**

**Grade:**

GRADE 2: SCP 11-19 / GRADE 3 SCP 20-28

**Purpose of Job Role:**

To support teaching staff in the development and education of young people including the provision of specialist skills as appropriate. This level is applicable to experienced teaching assistants whose working role calls for competence across a varied range of responsibilities.

**Duties and Responsibilities:**

**Support for young people (either individually or in groups)**

- Support the activities of individuals or groups.
- Act as a key worker for identified young people including conducting review meetings.
- Establish and maintain relationships with individual young people and groups.
- Support young people with both literacy and numeracy skills.
- Contribute to reviews as appropriate.
- Support young people during learning activities, up to GCSE level, across a range of subjects.
- Promote young people's social and emotional development.
- Contribute to health and wellbeing of young people.
- Support young people with specific needs (where appropriate to the focus of the role), for example, sensory and/or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties.
- Support for higher ability young people.
- Support young people to access the curriculum, up to GCSE level.
- Conduct 1:1 interventions where appropriate.

**Support for the Teacher(s)**

- Observe and report on young people's performance.
- Contribute to the planning and evaluation of learning activities, up to GCSE standard.
- Assist in preparing and maintaining the learning environment.
- Contribute to the management of young people's behaviour (with the exception of physical handling if not nominated and trained).
- Contribute to maintaining young people's records.
- Support the maintenance of young people's safety and security.
- Supervise the whole class for a short time in an emergency (normally for a period less than a whole lesson until the teacher returns or alternative arrangements are made) or for a very short period of planned absence for less than a whole lesson.
- Undertake routine marking of young people's work in line with school policy, particularly literacy.
- Provide general clerical/administrative support, for example, photocopying, collecting money, administer homework, produce worksheets etc.
- Undertake joint home and school visits as appropriate and in line with LA policy.



**Support for the school**

- Support the development and effectiveness of teamwork within the school environment.
- Develop and maintain working relationships with other professionals.
- Liaise with parents as appropriate.
- Work as required across the curriculum and in all Key Stages within the Academy.

**Support for the curriculum**

- Support the use of information and communication technology in the classroom.
- To keep abreast of current educational developments and undertake relevant CPD when appropriate.
- Attendance at appropriate staff meetings and parents' evenings.
- Undertake first aid training.

Any other duties as commensurate within the grade in order to ensure the smooth running of the Academy.

**Other responsibilities:**

1. Take personal responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with.
2. Undertake and participate in relevant CPD and appraisal arrangements.
3. Follow all organisational systems and procedures.
4. Abide by and adhere to all Academy policies and practice including health and safety.
5. Support and promote diversity and equality of opportunity for all.
6. Follow data protection procedures and treat with confidentiality any personal, private or sensitive information about individual young people, staff and/or associated organisations.
7. Promote and support inclusive practice.
8. Promote the agreed vision and aims of the Academy.
9. May be required to work at any other centres within James Brindley as the needs of the Academy dictate.
10. Set an example of personal integrity and professionalism in line with the Employee Code of Conduct.
11. To promote value systems as defined within Keeping Children Safe in Education and to support inclusive practice.
12. To perform other such duties as the line manager, Assistant Principal, Vice Principal or Principal may from time to time determine.

By signing this Job Description, you are also consenting to disclose any warnings, convictions and reprimands whilst in employment as soon as it is practically possible.

New post holders are also consenting to annually renew their Update Service subscription.

**Team/s:** Centre team

**Responsible to:** Centre Lead, Vice Principal and Principal

**Responsible for:** n/a

**Job description issued after consultation**

**Signature of the Principal**.....

**Date** .....

**Copy received by**

**Signature of the Post holder**.....



