Northern Education Trust – Job Description

Job Title:	Teaching Assistant (Secondary)	**JE Reference**	JE234
Base:	Dyke House Academy		
Reports to:		**Grade:**	Grade 4 SCP 10 – 12
Service responsibility:		**Salary:**	£28,608.00 - £29,542.00 (FTE) Pro rata salary £23,908.94 - £24,689.53
Additional:		**Term:**	35 hours, 39 weeks

JOB PURPOSE

- To work as part of the academy/department to support interventions with students who require additional mentoring to achieve GCSE
- To work with other small groups and individual students across Key Stage 3 and 4 as required
- To promote the learning and welfare of students by providing practical and learning support to students, including those with special needs under the direction of a class teacher/Inclusion Manager

JOB SUMMARY

1. Deliver intervention programs to individuals and small groups, preparing relevant and appropriate learning experiences in conjunction with the academy/department staff, enabling them to achieve maximum access and participation in the National Curriculum
2. Discuss reasons for underperformance with students, through interview
3. Assist in the development of suitable intervention material and keep a log on students who undertake intervention, providing assistance on the recording and reporting procedures
4. To work under the direction of the class teacher and to assist in the planning, monitoring and evaluation of the student's learning ensuring that progress is clearly recorded and related to the learning objectives for that student
5. Liaise regularly with the head of department and teachers, informing them of progress and providing relevant feedback.
6. Help students to further develop literacy skills. To help students develop their language and reasoning skills and to assist students in the organisation, preparation and display of set assignment tasks
7. To establish productive working relationships with students, acting as a role model and setting high expectations
8. Support the expectations for learning system to ensure high standards of student behaviour
9. Under the direction of the teacher, to assist in maximising the use of ICT in the learning process
10. Contribute to the formulation of measures that are directly connected to student achievement, in partnership with parents and under the direction of the relevant professionals

11. To aid the student to learn as effectively as possible both in-group situations and individually by:
    - Clarifying and explaining instructions
    - Ensuring the child is able to use equipment and materials provided
    - Motivating and encouraging the student as required
    - Helping students to concentrate on and finish work
    - Liaising with subject teachers about individual learning plans (ILP)
    - Developing appropriate resources to support the children if required
12. To encourage acceptance and inclusion of the student with special needs
13. To develop methods of promoting/reinforcing the child's self-esteem
14. To assist in the development of a suitable programme of support (ILP) for students who need learning support
15. To supervise whole classes occasionally during short-term absences of teachers
16. Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents or as directed
17. Play an appropriate part in child protection procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional
18. To comply with academy/trust policies and procedures at all times
19. To participate in wider academy meetings and working groups as required.

GDPR

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality
2. This role wholly or mainly involves working with children

Safeguarding

1. To follow all safeguarding and child protection policies and procedures.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed: …… Date: ……..