

**The East Manchester Academy
Job Description**

**General Teaching Assistant
Grade 3**

The post holder will report to the Director of Inclusion/Assistant Senco. Apart from other colleagues in the school, the main contacts of the job are: Headteacher, teaching staff, other support staff and students.

Main Purpose of the Job:

Under the guidance of the Director of Inclusion/Assistant Senco, staff, provide support for students who require help to enable access to learning and to assist in the management of students.

Provide specialist support and deliver intervention work to accelerate rates of progress in a specific area of curriculum and to supervise groups and occasionally whole classes for a session/lesson in the classroom or outside the main teaching area as required.

Main Duties

Support for students

1. To work with groups of children under the supervision of the teacher including the delivery of programmes of work and implementation of ILPs
2. To plan and implement specialist programmes of intervention to accelerate rates of progress for target groups of students
3. Supervise and provide particular support for students, including those with special needs ensuring their safety and access to learning activities
4. Give regular feedback on student's progress to a range of staff and stakeholders
5. Attend to students' personal needs, including pastoral, social, health, physical hygiene, minor first aid and welfare matters
6. Establish good relationships with students, being a role model by presenting a positive personal image and responding appropriately to individual needs
7. Promote the inclusion and acceptance of all students
8. Encourage students to act independently as appropriate
9. To occasionally supervise whole classes as required
10. To work with students delivering a range of interventions

Support for Teachers

11. Provide curricular clerical/admin support, eg. photocopying, making lists etc.
12. Under the direction of the teacher prepare the classroom for lessons and clear afterwards, as appropriate.
13. Undertake student record keeping and updating records, information and data, producing reports as required.
14. Assist in the development and implementation of behaviour management strategies.
15. Establish constructive relationships with parents/carers and report on information from students/parents/carers to the teacher.
16. Monitor students' responses to learning activities and accurately record achievement/progress as directed.
17. Administer and assess routine tests and invigilate exams and undertake routine marking of student's work

Support for the Curriculum

18. Undertake structured and agreed learning activities/programmes, including those linked to local and national learning strategies. Adjusting activities according to student responses and recording achievement and progress and providing feedback to the teacher.
19. Support the use of ICT in learning activities and develop students' competence and independence in its use
20. Assist in the whole planning cycle, including the contribution to the development of lesson/work plans and managing and preparing resources.

Support for the School

21. Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
22. Assist in maintaining high standards of health and safety at all times.
23. Maintain good relationships with colleagues and work together as a team.
24. Assist in the supervision of classroom and outdoor activities.
25. Assist with the supervision of discreet groups of students for short periods when the teacher is not present.
26. Contribute to the overall ethos/work/aims of the school.
27. Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
28. Attend relevant meetings.

29. Participate in training, including relevant learning strategies and other learning activities and performance management where required.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

Generic Responsibilities for All Support Staff Roles

- To play a full and active part in the life of the school through contributions to initiatives, student facing projects and extra-curricular events, where appropriate or reasonably requested
- To complete duties such as; lunch or break supervision, before or after school duties as directed by the rotas
- To undertake CPD that is relevant to role and working with students and families
- To complete first aid training and be part of the first aid rota
- To work collaboratively and supportively with colleagues to achieve the vision and mission of the academy
- To undertake reasonable requests from the academy headteacher