



Middleton Technology School
(Part of Great Academies Education Trust)

JOB DESCRIPTION

Post:	Teaching Assistant Level 3
Reporting to:	SENCO
Salary Scale:	Band 5
Academy Type:	The Academy is a publicly funded Independent Secondary Academy for pupils aged 11 – 16

JOB PURPOSE

Working collaboratively with the teacher / SENCO, support the educational development of learners including those with special needs both inside and outside the classroom, and to support identified students to help them overcome barriers to learning.

Supervise whole classes occasionally during the short term absence of teachers, keeping the learners on task and maintaining good order, and ensuring that the content of the lesson, as provided by the teacher, is delivered.

KEY RESPONSIBILITIES

- Differentiate curriculum content according to the needs of learners
- Implement specific programmes with individual learners or small groups appropriate to their developmental needs
- Demonstrate the impact of intervention programmes and support the 'Plan Do Review' process for SEND students
- Work with learners and teachers to ensure a successful re-integration into lessons where appropriate
- Develop relationships in order to devise, agree and implement an action plan based on individual needs, primarily through one to ones
- Support students through transitions from key stage two to three and from key stage three to four.

- Identify areas where further support might be needed and devise and implement action plans to address these
- To be familiar with sources of additional support for pupils such as organisations, activities and courses and to facilitate access to these as appropriate
- To facilitate the sharing of relevant information between local agencies and schools and to act as a point of contact for accessing a range of community and specialist support services
- To liaise with other staff both within the school and outside of the school in order to share best practice
- Attend trips and visits as required and work with a group under the supervision of the teacher
- Be responsible for developing One Page Profiles, directed and audited by the SENCO
- Use learning strategies, in liaison with the teacher, to support learners to achieve goals
- Develop positive relationships with learners to assist learner progress and attainment
- Assist in the setting of learners' individual targets and their monitoring and review
- Provide feedback to learners about their progress under the direction of the teacher, and provide regular feedback to the teacher on learner progress and development
- Assist in production of teaching aids and assist with the display of learners' work
- Link with year groups and departments where appropriate.
- Provide information to the teacher to assist in the planning of work programmes and learning activities
- Administer and assess tests and undertake marking of learners' work
- To attend meetings and disseminate to Inclusion team, SENCO and ASENCO as appropriate.
- To support the creation of a team ethos and to consistently support this ethos.

OTHER DUTIES AND RESPONSIBILITIES (Generic to all posts)

- To promote the Academy as an inclusive institution which celebrates diversity and engages all learners and staff.
- To support the ethos of the Academy and Great Academies Education Trust
- To comply with all relevant Academy and Trust policies and procedures, including those relating to Safeguarding and Health and Safety
- To actively participate in relevant Academy processes including appraisal
- To undertake relevant CPD as agreed with line manager and to attend relevant meetings
- To undertake duties to supervise students as part of the duty rota as required.
- To support the Academy links with the community

This post is subject to the enhanced level of Disclosure

This job description sets out the main duties and responsibilities of the post and each individual task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

The job description may, in consultation with the post holder, be changed to reflect changes to the post.