



HARTFORD CHURCH OF ENGLAND HIGH SCHOOL

JOB DESCRIPTION – Ebacc Teaching Assistant AAAE5053

Grade 6 SCP 11 – 17

25 hours per week / 39 weeks per year

JOB TITLE	Teaching Assistant Specialist Skills	JOB REF NO	AAAE5053
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BASIC JOB PURPOSE

To support the teaching staff and work with other support staff to enhance the development and education of pupils in accordance with the aims and policies of the school.

	MAIN RESPONSIBILITIES
1	Plan, prepare and deliver learning to individuals, small groups and/or classes modifying and adapting activities to advance pupils' learning as necessary within agreed systems of supervision;. This includes planning and delivery of provision for EAL students.
2	Provide input into the planning and evaluation of learning activities for individuals and groups of pupils to enable the teaching staff to make informed decisions when developing their plans.
3	Supervise the activities of individuals or groups of pupils both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy.
4	Assess, record and report on development, progress and attainment and use this knowledge and understanding to extend and challenge pupil's learning.
5	Assess the needs of pupils and use detailed knowledge and specialist skills to support and advance pupils' learning
6	Work collaboratively with staff and other relevant professionals and provide information about pupils as appropriate.
7	Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the pupils' well being.
8	Prepare and maintain learning resources and ensure that the classroom is kept tidy so that the needs of the lesson plans are met in a safe learning environment, which complies with relevant health and safety requirements.
9	Display and present the pupils' work under the direction of teaching staff, so that it enhances the classroom environment and celebrates achievement.
10	Attend staff and other meetings and participate in staff training development work and staff reviews as required
Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	