



CHESHIRE WEST AND CHESTER BOROUGH COUNCIL

JOB DESCRIPTION

JOB TITLE	Teaching Assistant – Specialist Skills (Secondary School)	JOB REF NO	AAAE5053
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BASIC JOB PURPOSE

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

MAIN RESPONSIBILITIES

1	Undertake a specialist role using relevant expertise (for example in subject based areas or in relation to students with particular needs) to deliver and implement learning activities and programmes.
2	Plan and implement agreed learning activities for individual and groups of students, in collaboration with the teaching staff, to ensure that learning objectives and individual learning targets are achieved.
3	Co-ordinate the work of individuals or groups of teaching assistants so that the needs of particular projects and shared objectives for supporting individual or groups of students are met.
4	Observe and monitor individual students to provide accurate assessments of progress and problem areas for the compilation of reports, and to provide appropriate feedback to students, parents and other staff.
5	Liaise with parents/carers and other professional staff and outside agencies to ensure effective communication concerning the maintenance of students' well being
6	Access and update the full range of student records to facilitate assessment of students' progress.
7	Prepare and maintain classroom resources (including control of stock within the classroom) so that they are readily available for use.
8	Display and present the students' work so that it enhances the classroom environment and celebrates achievement.
9	Supervise the activities of individual or groups of students, 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 managing behaviour strategies.
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.	

