



## **Job Description**

**Job Title:** **Teaching Assistant**

**Location:** Based at Coventry Academy, The Herald, Watcombe Road CV2 1DJ but may be required to work at Coventry Academy, Wyken Assessment Centre, Axholme Road CV2 5BD in some occasions

**Salary Band:** Grade 4 Point 6 – 14; £25,989 - £29,540 pro-rata  
Actual: £19,810 - £22,517 per annum

**Contract:** Permanent, Part time, 32.5 hours per week, Monday to Friday (variation of hours to be considered)  
Term time only plus Inset days, (39 weeks worked, 45.25 weeks paid).

**Line Manager:** SEN Lead / Pastoral Manager

### **Role Purpose:**

- Supervise and support the teaching, and related activities, of individuals or groups of students to facilitate their learning as well as their social and emotional development.
- Use appropriate skills to undertake those activities necessary to meet the learning, social and emotional needs of individuals and groups of students, including those with Special Educational Needs and Disabilities.
- Monitor individual students' progress, achievements and development needs, reporting to the responsible Centre staff as appropriate.
- Act as Key Worker to identified students, taking a lead role in their support and progress.
- Assist the teaching staff in the development and implementation of Individual Education / Behaviour Plans and Personal Care Programmes for individuals and groups of students

### **Main duties and responsibilities:**

1. Assist the teaching staff with the planning of learning activities, preparing or modifying work for individuals or groups of students as directed.

2. Use strategies in liaison with the teaching staff, to support students to achieve learning goals.
3. Establish constructive relationships with students, providing feedback to them in relation to progress and achievement.
4. Prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom.
5. Undertake supervision and manage the behaviour of students within the procedures of the Academy, providing detailed and regular feedback as appropriate.
6. Promote student independence in learning and the development of social skills, reinforcing students' self-esteem through praise and encouragement, setting challenging and demanding expectations and promoting independence.
7. Ensure that students are able to safely use equipment and materials provided.
8. Act as Key Worker to identified students, taking a lead role in their support and progress, through regular intervention and through liaison with other staff, parents/carers and relevant agencies.
9. Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
10. Assist the teaching staff in liaising with other professionals and reporting information from/to parents/carers, contributing to meetings to discuss a specific student's progress as appropriate.
11. To administer baseline and other appropriate tests under the direction of the Academy staff, as requested.
12. Support the use of ICT in learning activities and develop students' competence and independence in its use.
13. Prepare/clear learning areas as directed before and after lessons, including the preparation of visual aids, and the display and presentation of students work.
14. Provide support to teaching staff by undertaking photocopying, filing, recording and other administrative tasks, as requested
15. Assist at the appropriate level, and within the protocols of the Academy, with the provision of general care and welfare of students which may include:
16. Assisting with students' injuries and, where appropriately qualified, administering first aid.
17. Assist with the identification and monitoring of students' general health and welfare.

18. Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety and security, confidentiality and data protection, reporting all concerns to appropriate Academy staff.
19. Support and contribute to the overall ethos/work/aims of the Academy.
20. Work across Academy sites or on Individual Programmes.
21. Assist with the supervision of students outside of formal lesson times, including before and after school and during lunch time.
22. Assist with group activities within and away from the Academy learning areas such as educational visits.
23. Participate in personal and professional development activities to meet the changing demands of the job and encourage and support other staff in their development and training.
24. Attend and participate in relevant meetings, CPD sessions, etc. as required.
25. Use specialist skills to de-escalate difficulties involving students and physically intervene if required, within the Academy's guidelines and in accordance with 'Team Teach' training.
26. Arrange / organise educational and recreational activities off-site as requested.
27. Arrange / organise outside agencies to carry out work in the Academy, as requested.
28. Assist in facilitating detentions, during and after the school day.
29. Track and support students who are being reintegrated back into mainstream school, in liaison with relevant staff and agencies.
30. Undertake any other duties and responsibilities within the range of the salary grade.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Director of Education, Head Teacher or the incumbent of the post.