



Tudor Grange Academies Trust

**Teaching Assistant
Grade 4
Points 7 - 11**

Core Purpose

To provide support for the educational and personal needs of students, which ensures that they have equality of access to opportunities to learn and develop.

To act as an integral part of the Academy staff team and to support all colleagues in maintaining and developing the ethos, values and expectations of the academy and support agreed Academy policy in all areas.

Specific tasks

To work collaboratively with teaching staff with their responsibility for the development and education of children, including those with special physical, emotional and educational needs by utilising advanced/high level of knowledge and specialist skills across a range of specialist disciplines being responsible for a team of Teaching Assistants.

To demonstrate a commitment to one's own training and development.

Responsibilities and tasks

- To be fully involved in all stages of the planning cycle to ensure full and effective evaluation of student's curriculum experiences, i.e. planning for student's curriculum experiences, organising and managing learning experiences, intervene in / direct experiences, assess quality of experiences and recording achievement.
- Supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development.
- Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including students with educational, physical or emotional special needs.
- To monitor individual student's problems, progress, achievements and condition and report these to the designated supervisor as appropriate.
- Use specialist skills to undertake those activities necessary to meet the physical and emotional needs of students
- Use and undertake specialist skills to foster the intellectual and social development of children.
- Actively engage in the delivery of educational and developmental work programmes developed by the classroom teacher.
- Assist the teacher in the planning of work programmes for individuals and groups of children.
- To lead and supervise the work of individual or team of Teaching Assistants and be responsible for supervising and progressing day to day work
- Be responsible for organising regular team meetings for Teaching Assistants
- Be responsible for the induction procedures for newly appointed Teaching Assistants
- To be part of the school management and planning team
- To be responsible for planning of work programmes for individuals and groups of children.

Generic Responsibilities:

To undertake any reasonable duties as requested by the individual' line manager

To work in accordance with the aims and policies of the Academy and to promote the ethos of the Trust.

Supervisory Responsibility

None

Line Manager:

Principal