



## The Oaks Academy

### JOB DESCRIPTION

<b>JOB TITLE</b>	Teaching Assistant Secondary	<b>GRADE</b>	5
------------------	------------------------------	--------------	---

#### 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

<b>1</b>	Plan and implement agreed learning activities for individual and groups of pupils, in collaboration with the teaching staff, to ensure that learning objectives and individual learning targets are achieved.
<b>2</b>	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 pupils are met.
<b>3</b>	Observe and monitor individual pupils to provide accurate assessments of progress and problem areas for the compilation of reports, and to provide appropriate feedback to pupils, parents and other staff.
<b>4</b>	Liaise with parents/carers and other professional staff and outside agencies to ensure effective communication concerning the maintenance of pupils' well being
<b>5</b>	Access and update the full range of pupil records to facilitate assessment of pupils' progress.
<b>6</b>	Deliver learning activities to students within agreed system of supervision, adjusting activities according to student responses/needs
<b>7</b>	Deliver local and national learning strategies e.g. literacy, numeracy, KS3, early years
<b>8</b>	Effective use of opportunities provided by other learning activities to support the development of students' skills
<b>9</b>	Use ICT effectively to support learning activities and develop students' competence and independence in its use
<b>10</b>	Select and prepare resources necessary to lead learning activities, taking account of students' interests and language and cultural backgrounds

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined as necessary by the Trust.