



## **Ashmole Academy**

### **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Teaching Assistant
<b>GRADE:</b>	NJC 21-24
<b>PURPOSE OF JOB:</b>	Under the direction and supervision of the teaching staff to provide care, learning support and assistance to students, and to support teachers and staff in implementing the aims and objectives of the school.
<b>RESPONSIBLE TO:</b>	The Head Teacher in all matters and to the relevant Head of Faculty or Line Manager.

#### **EMPLOYMENT DUTIES:**

The job description should be considered with due regard to the school's staffing structure and the school's corporate plan.

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#### **Duties and Responsibilities**

1. Under the direction of the class teacher, actively support students in the most appropriate ways to facilitate their access to the curriculum.
2. Provide the agreed support across the range of subject areas and age groups, in a variety of learning situations.
3. Help the students to socialise within their peer groups, supervising them both in and out of the classroom, including undertaking supervisory duties at break times.
4. Under the direction of the teacher, monitor the work of individual students on certain pre-set learning programmes, e.g. reading, social training, record of achievement, etc.
5. Supervise small groups or individual students.
6. Assisting with classroom preparation and clearing away of instructional materials.
7. Assist the students with the beginning and end of school sessions.
8. Help with the preparation of special events, e.g. school concerts, plays, parents/carers evening, etc.
9. Assist with the supervision of students in the absence of teachers, including cover supervision.
10. To assist with the invigilation of examinations.
11. To assist with after school clubs and activities.
12. Assisting children with or supervising use of computers.
13. To assist the teacher in the preparation and delivery of the subject area.
14. To be familiar with the requirements of the subject area being supported.
15. Keeping a daily diary of events including work completed, behaviour, general comments.
16. Maintaining a home/school liaison record.
17. Taking part (with the teacher) in discussions with parents if required.

18. Accompanying and supervising children on outings or at break times.
19. Giving encouragement to children by offering appropriate attention and by showing interest in their activities.
20. Assist with general administration and clerical work to support the teacher or the pupils.
21. To safeguard and promote the welfare of children.

This Job Description is not rigid or exclusive and may be adjusted at any time with the agreement of the Head Teacher to meet the needs of the school.

Post Holder: \_\_\_\_\_

Head Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

