



Job Description

Job Title: Teaching Assistant – Literacy

Reporting to: Inclusion Coordinator / Head of English

Grade: 6

Overall purpose of the post:

To work as part of the English department to support intervention with students who require additional mentoring to achieve their GCSE and to work with other small groups and individual students across key stage 3 and 4 as required.

Main duties and responsibilities:

- Assess the needs of students and use detailed knowledge and specialist skills to support students' learning.
- Liaise sensitively and effectively with parents and carers with regards to their role in students' learning, ensuring confidentiality is respected.
- Deliver intervention programs to individuals and small groups, preparing relevant and appropriate learning experiences in conjunction with the Department staff.
- Discuss reasons for underperformance with students, through interview.
- Assist in the development of suitable intervention material.
- Keep a log on students who undertake intervention and assist on the recording and reporting procedures.
- Liaise regularly with the Head of Department and teachers to inform them of progress and provide relevant feedback.
- Support exam revision sessions as required.
- To attend English departmental meetings as required.
- To work with other professionals such as Learning Managers and Teaching Assistants to support students.

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.

- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.