

Sandon Road, Meir, Stoke-on-Trent, ST3 7DF Telephone: 01782 377100 Fax: 01782 377101

Email: info@omera.co.uk Website: www.ormistonmeridianacademy.co.uk

Principal: Mrs C Stanyer

Teaching Assistant Job Description

Job Title: Teaching Assistant

Grade: Grade 4

Purpose of the Job

To work as part of the Learning Support Team in supporting students with learning difficulties, disabilities and other barriers with their learning in mainstream classes. To assist identified learners to achieve success on their course of study, mainly those students with social, emotional and mental health (SEMH) issues and students with an EHCP.

Line Manager: SENCO

Work in Partnership with: SEND Lead Teacher, Directors of Faculty, Heads of Year, Classroom teachers

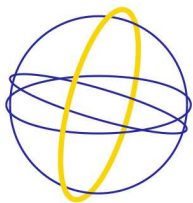
Duties:

In relation to the individual student and small groups of students:

- To develop an understanding of the special educational needs of the student/s concerned.
- To take into account the student/s' needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials.
- To build and maintain successful relationships with student, treat them consistently, with respect and consideration.
- To help promote independent learning.
- To help reinforce learning.
- To assist students with physical needs.
- To help students record work in an appropriate way.
- To develop study and organisational skills.
- To help keep the students on task and to build motivation.
- To model good practice.
- To help remove barriers to learning and achievement.
- To work with students on a one to one/small group basis as required. This may not always be within the confines of a classroom.

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





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- To keep records of student progress.
- To undertake administrative duties as required.
- To complete and submit compulsory documentation in a timely manner.
- To help build the student/s' confidence and enhance self-esteem.

In relation to the teacher:

- To have formal and informal meetings with teachers to contribute to planning lessons / activities.
- To prepare materials and resources.
- To prepare students beforehand for a task.
- To work on differentiated activities with identified groups.
- To support the teacher in implementing specific teaching programmes.
- To supervise practical tasks.
- To carry out structured classroom assessment/ observation and feedback outcomes.
- To be involved in keeping records and evaluating identified students' progress.

In relation to the academy:

- To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate.
- Fully support all academy policies and working practices.
- To support implementation of academy policies and procedures, including those relating to confidentiality and behaviour.
- To identify personal training needs and to attend appropriate internal and external in-service training.
- Any other tasks as directed by the Principal which fall within the purview of the post.

Supervision arrangements:

- Annual professional development meeting with line manager.
- Regular meetings for team of classroom support workers (every 2 weeks)
- Observation of classroom support work by (Line manager or other named person) every half term.

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