



Harmonize Academy

Job Description

Teaching Assistant

In choosing the Teaching Assistant we will be looking for an outstanding, energetic and enthusiastic person for an exceptional Alternative Provision Free School.

Purpose of the post

- To support the students' personal, social and educational needs
- To support the teachers in the classroom and general school environment
- Contributing to the overall ethos, work and aims of the school

Responsible to the relevant Head of Department / Teacher

Duties

In relation to the individual student

- To develop an understanding of the special educational needs of the student/s concerned.
- To take into account the student/s' special 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 students, 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 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 School

- To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate.
- To support implementation of school 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 and Vice Principal which fall within the purview of the post.

All Academy staff are expected to:

- Work towards and support the Academy Trust vision and objectives;
- Support and contribute to the school's responsibility for safeguarding students;
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors;
- Work within the Academy Trust's Equal Opportunities policy to promote equality of opportunity for all pupils and staff, both current and prospective;
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues;
- Engage actively in the performance review process;
- Adhere to Academy Trust policies and procedures as notified to staff;
- Undertake other reasonable duties related to the job purpose required from time to time.

This job description should be seen as enabling rather than restrictive and will be subject to regular review. Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teaching assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal.

The teaching assistant will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Above all the successful candidate will have an enjoyment of working with young people in an alternative provision environment and working in a community that values compassion, respect, forgiveness and responsibility.