

Job Description: **Teaching Assistant (Sixth Form)**

<p><u>Responsible to</u></p>	<p>The Head of Sixth Form and, through her, to the Principal.</p>
<p><u>Aim of the Post</u></p>	<p>To assist in promoting the learning, social and personal development of all Sixth Form students, on site at Frewen College and off site at our partner colleges.</p>
<p><u>Principal Responsibility Areas</u></p>	<ol style="list-style-type: none"> 1. To know and apply Frewen College (and our partner colleges) policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc to ensure a safe and positive learning environment is maintained. 2. To establish supportive relationships with the students concerned. 3. To work co-operatively with partner college student support staff and tutors and with Frewen staff, identifying any areas of student learning or social need. 4. To work with a high level of autonomy, giving personalised academic support to students on a one-to-one and/or small group basis to help them to learn as effectively as possible. 5. To provide support and direction to students whilst at partner colleges during class time, independent study time and break / lunch times as required. 6. To provide support and direction to all Sixth Form students whilst at Frewen College during class time and independent study time. 7. To give the students feedback on achievements in order to reinforce and develop self-reliance and self-esteem. 8. To monitor the student(s)' response to the learning activities and, where appropriate, to modify or adapt the activities as agreed with the tutor to achieve the intended learning outcomes and in line with the student(s)' IPP. 9. To support the students in developing social skills both in and out of the classroom. 10. To provide regular feedback on the students' learning, independence and social skills to the Head of Sixth Form and contribute towards reviews of student(s) progress as appropriate. 11. Where appropriate to develop a relationship to foster links between partner colleges and school, and to keep the school informed of relevant information.

	<p>12. To promote the acceptance and inclusion of all pupil(s) encouraging them to interact with each other in an appropriate and acceptable manner.</p> <p>13. To use the school's system for recording progress and/or concerns.</p> <p>14. To be aware of confidential issues linked to home / student / college / school.</p> <p>15. To take part in training activities offered by the school to further knowledge and professional development (within employed hours).</p> <p>16. To take on break time and after school supervision duties or extra-curricular activities as required (within employed hours).</p> <p>17. To accompany teacher and students on educational visits as required.</p>
<p><u>General Duties</u></p>	<ol style="list-style-type: none"> 1. To carry out duties as detailed in the Assistant Teachers' (Terms and Conditions of Service) Regulations. 2. To maintain high and exemplary standards in terms of preparation, classroom management, display and assessment. 3. To participate in appropriate meetings with colleagues, parents and students. 4. To play an active part in promoting the school ethos, vision, mission and values. 5. To undertake all reasonable duties as requested by the Principal or the Head of Sixth Form. 6. To perform any other key tasks which the Principal may reasonably assign.
<p><u>Terms and Conditions</u></p>	<p>These duties are not necessarily comprehensive and are subject to annual amendment by the Principal after consultation with the post holder.</p> <p>In the event of these duties not being performed to the satisfaction of the Principal and Governors, the matter will be dealt with in accordance with disciplinary procedures agreed by the Principal and Governors.</p> <p>Terms and conditions of employment are set out in the Letter of Appointment/Contract.</p>

Signed:

Date:

Signed: (Principal)

Date: