

JOB DESCRIPTION: Teaching Assistant English (Senior School)

LINE MANAGER: Curriculum Leader

SALARY: Teaching Assistant Scale

**JOB PURPOSE**

The individual reports to the PORs in the English department and is responsible for providing administrative support to them and teachers when necessary.

**RECRUITMENT CRITERIA**

* To be able to communicate and hold functional relationships with other areas within the school - Data Officer (SIMS and Exams), Network Manager, Facilities & Development Manager, administration team, transport and security team and the Finance team etc;
* To be able to confidently use a variety of IT systems, such as SIMs, Outlook, Word, Publisher, Excel and CHQ Systems;
* Ideally to have held a previous position where multi-tasking and prioritising were evident;
* To be able to demonstrate a good level of IT and literacy skills;
* To have excellent presentation and display skills.

**Job Accountabilities**

* Be able to multi task and manage the school English events and calendar;
* Undertake the administration of systems and their set up within the department;
* Prepare the annual and local orders for English department;
* Maintain responsibility for department budget and provide regular updates to Curriculum Leader of English;
* Display flexibility and the ability to prioritise and innovate to continuously provide an up to date administration support;
* To prepare test and exam papers (including re-formatting of papers) within specified deadlines;
* To ensure that all the students receive correct exam papers along with the additional items required;
* To take full responsibility for the store room and maintaining an up to date list of all text books and plays;
* To ensure that all text books are kept in the correct year group in stock rooms;
* To ensure that there are full classroom sets ready available as and when required by a teacher;
* To take full responsibility for the display boards ensuring these are presentable at all times;
* To design posters to support a given theme;
* To support the Head of Department to prepare for the House Activity Week, ensuring that all the necessary items are available for the students;
* To assist teachers with the indoor and outdoor activities;
* To prepare spreadsheets to show exam results, detailing reading and writing grades;
* To be responsible for preparing and recording examination papers and data for interim Progress Tests;
* To provide administration support for the English department (photocopying, laminating etc.);
* To producing photo slide shows (MS PowerPoint) to be used in assemblies;
* To maintain in a tidy order the store room and keep everyday supplies updated;
* To provide detailed and specific SIMS support for Curriculum Leader and staff;
* To design and produce certificates of achievement;
* To be responsible for collating data such as whole school sweeps (GRT Reading, Blackwell Spelling, and PATOSS) and setting up systems to identify where discrepancies and underachievement are evident;
* To supervise students undertaking exams if required;
* To design labels for students in support of “theme days”.

**KEY EXPECTATIONS**

All staff are expected to:

* Be aware of and committed to the mission, vision, values and all associated school policies;
* Take an active role in the development and implementation of school policies and in the whole life of the School;
* Ensure that there are equal opportunities for all;
* Follow school procedures as outlined in the staff handbook.

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| Name of post-holder | Signed by post-holder  | Date |
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| Name of line manager | Signed by line manager | Date | To be reviewed |
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