



Robert Blake School
Aspire | Achieve | Celebrate

Job Description

POST: English Teaching Assistant

REPORT TO: Curriculum Team Leader (English)

CONTRACT INFORMATION:

- **Salary: Grade 14 = £24,404 - £25,183 pro rata (£20,898 - £21,654)**
- **Term time + 5 days**
- **Full time, 37 hours a week. Specific hours by agreement, but typically 8.30am to 4.30pm Monday to Thursday and until 4.00pm Friday, with half an hour unpaid lunch.**

Main Purpose of Job:

To support targeted students within English, to enable them to achieve. Contribute to the delivery of English within the school, through support to individual students and the department in general.

Main Responsibilities and Duties:

- Provide in class support as directed. This may be focused on classes with a high percentage of students with additional learning needs, or classes sitting on a grade boundary.
- Deliver one to one or small group work for students in a specific cohort, such as boys or students experiencing disadvantage.
- Develop, maintain and apply knowledge and understanding of student's general and specific learning needs, and ensure support is given to them at the appropriate level.
- To promote the general success, progress and achievement of students and report any concerns.
- Develop a range of strategies to engage individuals and groups of students, often with differing requirements.
- Assist generally with class and student management.
- Support the English Team by producing resources to support students with their learning and development.
- Support the English Team by recording assessment results in English across all year groups.
- Production and rotation of classroom and corridor displays.

- Production of student certificates.
- Production of a half termly newsletter.
- Accompany students on visits and trips as appropriate.
- Assist in the administration and supervision of exams, tests and assessments as directed.
- Attend, participate in and contribute to a range of training activities.
- Ensure Health and Safety regulations are followed.
- Comply with all school policies and procedures.
- Along with all members of staff, the post holder has a duty to fully comply with all safeguarding procedures, ensuring students are kept safe.
- Any other tasks commensurate with the post.

Facts and Figures:

Robert Blake School is an 11-16 Secondary School of approximately 1066 students and 160 staff, with numbers rising rapidly over the next few years. English Department of approximately 10 to 12 staff.

SUPPORT PROCESSES

Problem Solving and Creativity:

Required to be highly organised, creative, and able to use initiative in determining the best way to support students within an overall framework of established school policies, guidelines and rules.

Decision Making:

Would be expected to make decisions on the most appropriate techniques for supporting students within the context of a lesson or as separate intervention under the overall direction of the class teacher or CTL (English).

Physical Effort and Working Conditions:

Normal school working environment. Most of the day is spent sitting or standing. Some ICT work, and occasional trips and visits.

Contacts and Relationships:

Regular contacts with members of staff to pass and receive information, advice, guidance, suggestions, and ideas.

Knowledge, Skills and Experience:

5 GCSEs (or equivalent) at grade A* - C, including English, Maths, and an English subject.
 Excellent organisational, communication and interpersonal skills. A commitment to young people, their welfare, education, and personal development. Must have a passion for English and reading.
 Must have good ICT skills.
 Accuracy, initiative, resilience and reliability essential.

