# Graduate English Teaching Assistant Job Description and Person Specification

**HARBORNE ACADEMY JOB DESCRIPTION**

**Post Title:** Graduate English Teaching Assistant

**Salary:**
- Grade 3 SP20-Grade 4 SP30
- Actual: £18,862 - £26,036 per annum
- (£19,539-£26,971 FTE)

**Purpose:** The Graduate English Teaching Assistant will primarily assist and support English academic staff, faculty members, or other professional staff members in the delivery of teaching or teaching-related duties to students in a variety of learning environments.

**Reporting to:** Director of English Progress 5

**Responsibility for:** N/A

**Liaising with:**
- Senior Leadership Team, Middle Leaders, Learning Support, Clerk to the Governing Body and relevant staff with cross-Academy responsibilities, relevant non-teaching support staff, LEA staff, parents, BMET staff, Residents and other stakeholders.

**Working Time:**
- 36.5 hours per week

**Working Pattern**
- Term Time only + 4 weeks

**Disclosure Level:**
- Enhanced

## MAIN RESPONSIBILITIES

### Curriculum Delivery
- To deliver the curriculum effectively through a variety of different learning strategies.
- To adopt appropriate learning strategies having given due consideration to the intended learning outcomes and the characteristics and needs of the student body.
- To communicate effectively with students and respond appropriately to their needs.
- To ensure appropriate student participation in the teaching and learning process in classes, exercises, case studies etc.
- To ensure that the learning outcomes are efficiently and effectively delivered.
- To contribute to induction programme for the new Year 7 intake.
- To cover for absent academic staff.

### Student Assessment
- To ensure that all assessments are fairly marked and graded and that there is consistency between grading’s.
- To ensure that the Academy’s framework for student assessment is followed.
ADDITIONAL DUTIES

Staff Development and Appraisal
- To undertake a full teaching qualification, such as the Diploma in Education and Training or PGCE.
- To undertake such staff development activities as required by the Head Teacher.
- To maintain an up to date knowledge of specialist subject/discipline area.
- To participate in the Professional Development and the Academy’s Appraisal Scheme.

GENERAL MATTERS

- To set an example of personal integrity and professionalism.
- A responsibility of promoting, safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety.
- To keep up to date with changes at the Academy through e-mails, staff briefing notes and attendance at relevant meetings.
- To seek / implement modification and improvement where required.
- To ensure effective communication as appropriate with all stakeholders.
- To liaise with BMet, partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- To play a full part in the life of the Academy community, to support its ethos and to encourage staff and students to follow this example.
- To continue personal development as agreed.
- To engage actively in the performance management review process. To follow Academy Policies and Procedures, including but not limited to the office procedures and protocols.
- Prioritise own work according to the Academy needs, ensuring accuracy and attention to detail.
- Any other duties commensurate with the role.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors.
- The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Head Teacher’s signature: __________________ Date: 21.05.19

Employee’s signature: __________________ Date:
Harborne Academy

Graduate English Teaching Assistant - Person Specification

<table>
<thead>
<tr>
<th>QUALIFICATIONS</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A good degree (minimum Grade 2.2) in the specialism of English</td>
<td></td>
<td>Keen to undertake a teaching qualification</td>
</tr>
<tr>
<td>5 GCSE A*-C (or equivalent) including English and Maths.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A Levels or other appropriate level 3 qualification.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPERIENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working in a secondary school</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SKILLS, KNOWLEDGE AND APTITUDE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective oral and written communication skills.</td>
</tr>
<tr>
<td>Excellent interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts.</td>
</tr>
<tr>
<td>Good organisational and time management skills.</td>
</tr>
<tr>
<td>Sound IT skills to support learning and maintain electronic information systems.</td>
</tr>
<tr>
<td>Able to form and maintain appropriate professional relationships and boundaries with children and young people.</td>
</tr>
<tr>
<td>Ability to organise, lead and motivate a team.</td>
</tr>
<tr>
<td>Ability and willingness to work constructively as part of a team</td>
</tr>
<tr>
<td>Ability to supervise pupils effectively both in and out of school in line with the school’s behaviour policy.</td>
</tr>
<tr>
<td>Ability to organise the classroom activities e.g. preparing and setting out resources.</td>
</tr>
<tr>
<td>Ability to organise the classroom activities e.g. preparing and setting out resources and implementing strategies for T&amp;L.</td>
</tr>
<tr>
<td>Ability to deal with sensitive information in a confidential manner.</td>
</tr>
<tr>
<td>Ability to help children and young people to transfer their learning to other parts of their lives.</td>
</tr>
<tr>
<td>Ability to provide a good role model to young pupils.</td>
</tr>
<tr>
<td>Ability to work in partnership with parents and teachers.</td>
</tr>
<tr>
<td>Ability to use own initiative and work flexibly.</td>
</tr>
</tbody>
</table>

**EQUALITY AND DIVERSITY**

Understand and promotes the principles of equality and diversity

**SAFEGUARDING**

Understand and promote the principles of safeguarding children.

**OTHER**

Willingness to play an active part in school life.