

**HARBORNE ACADEMY
JOB DESCRIPTION**

Post Title:	Graduate English Teaching Assistant
Salary:	SCP20 – SP30 £18,097 -£24,982 per annum (£19,153 - £26,439 FTE)
Purpose:	The Graduate Teaching Assistant (GTAs) will primarily assist and support 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/Maths/Science
Responsible 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.