

Job Description

Job Title	Academic Support Assistant
Responsible to	Head Teacher (Secondary)
Reports to	SENCO (Secondary)
Job Purpose	To provide effective support to selected students to enable them to participate and benefit from the curriculum.
Points of Responsibility	Recommended by SENCO for additional duties

Main Responsibilities

Support for students

- Use specialist skills/training/experience to support students
- Assist with development and implementation of pupil profiles/student provision plans
- Monitor, evaluate and track data on students responses to learning activities
- Promote the inclusion and acceptance of all students
- Engage and encourage all students in activities
- Provide feedback to students in regards to progress and achievement
- Encourage independence of students

Support for Teachers

- Work with the teacher to create an appropriate learning environment
- Monitor and evaluate students responses to learning activities
- Provide objective and accurate feedback and reports as required to the teacher on student achievement/progress

Support for the Curriculum

- Assisting students to understand instructions, through repetition, rephrasing and modelling
- Undertaking small group support work when required e.g. mornings, lunchtimes, after school
- Showing students how to use ICT to develop their learning
- Selecting, preparing and maintaining learning equipment and resources

Support for the School

- Helping implement school policies
- Participate in training
- Contribute to discussions on students
- To meet with parents of students they support
- Attending meetings when required
- Attending school trips when required
- To supervise the Secondary Homework Club
- To oversee registration and duties as per the duties rota
- Follow all aspects of school policy

Any review as part of a Performance Management Review will be done against this job description

This job description is subject to review and amendment by the Principal in the light of changing needs of the school, to provide appropriate development opportunities and/or the addition of any other reasonable duties.

Last Reviewed / Updated: January 2021