

**CHESTER WEST AND CHESHIRE BOROUGH COUNCIL
JOB DESCRIPTION QUESTIONNAIRE**

JOB TITLE	Reading Intervention Teaching Assistant – Specialist skills (Secondary School)	JOB REF NO	AAAE5053
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BASIC JOB PURPOSE To work collaboratively with teaching staff and work with other support staff to enhance the development and education of children in accordance with the aims and policies of the school.

MAIN RESPONSIBILITIES	
1	Undertake a specialist role using relevant expertise (for example in subject based areas or in relation to pupils with particular needs) to deliver and implement learning activities and programmes.
2	Plan and implement agreed reading activities for individual and groups of pupils, in collaboration with the teaching staff, to ensure that learning objectives and individual learning targets are achieved.
3	Co-ordinate the work of individuals or groups of teaching assistants so that the needs of particular projects and shared objectives for supporting individual or groups of pupils are met.
4	Observe and monitor individual pupils to provide accurate assessments of progress and problem areas for the compilation of reports, and to provide appropriate feedback to pupils, parents and other staff.
5	Liaise with parents/carers and other professional staff and outside agencies to ensure effective communication concerning the maintenance of pupils' well being
6	Access and update the full range of pupil records to facilitate assessment of pupils' progress.
7	Prepare and maintain classroom resources (including control of stock within the classroom) so that they are readily available for use.
8	Display and present the pupils' work so that it enhances the classroom environment and celebrates achievement.
9	Supervise the activities of individual or groups of pupils, both in and out of the classroom (including educational visits), to ensure their safety and facilitate their physical and emotional development in accordance with the school's managing behaviour strategies.
10	Attend staff and other meetings and participate in staff training development work and staff reviews as required.
Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	