



Oxley Park

Academy

DREAM BELIEVE ACHIEVE

TWO SITES

ONE HEART

ONE MISSION

ONE SCHOOL

EXECUTIVE PRINCIPAL

Mr Noel Springett-McHugh BEd (Hons) NPQH

CAMPUS PRINCIPAL – OXLEY PARK

Mrs Karen Draper BEd (Hons)

HIGHER LEVEL TEACHING ASSISTANT/ TEACHING ASSISTANT LEVEL 4

Job Description

MAIN PURPOSE OF THE JOB

To enable the release of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.

This may involve planning, preparing and delivering learning activities for individuals/groups and as necessary whole classes, monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.

PLANNING AND TEACHING

Under the guidance of the class teacher or senior staff, to supervise and teach agreed learning activities to pupils, planning to achieve progression of learning through:

- ◆ identifying clear lesson objectives and specifying how they will be taught and assessed
- ◆ setting tasks, when necessary, which challenge pupils and ensure high levels of interest
- ◆ setting appropriate and demanding expectations
- ◆ setting clear targets, building on prior attainment
- ◆ providing clear structures for lessons maintaining pace, motivation and challenge;
- ◆ making effective use of assessment, ensuring coverage of the appropriate scheme of work
- ◆ ensuring effective teaching when necessary and best use of available time
- ◆ monitoring and intervening to ensure sound learning and discipline
- ◆ ensuring pupils acquire and consolidate knowledge, skills and understanding
- ◆ evaluating their own supervision/teaching role critically to improve effectiveness.

MONITORING, ASSESSMENT, RECORDING, REPORTING

- ◆ assess how well learning objectives have been achieved and use
- ◆ them to improve specific aspects of teaching
- ◆ provide oral and written feedback to pupils about their progress and achievement
- ◆ record pupils' progress and achievement in line with school policy
- ◆ mark work according to school policy
- ◆ assist the class teacher, as necessary, with the preparation and presentation of reports to parents.

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Oxley Park Campus: Redgrave Drive, Milton Keynes, MK4 4TA

Shenley Wood Campus: Merlewood Drive, Milton Keynes, MK5 6GG

Tel 01908 503870 E: oxleyoffice@oxleyparkacademy.com

Tel: 01908 506899 E: shenleyoffice@oxleyparkacademy.com

Company Registration No 07660971
Registered in England & Wales

GENERAL

- ◆ to support the stated aims of the school
- ◆ to operate at all times within the stated policies and practices of the school
- ◆ to ensure that all pupils are carefully supervised and take due regard of their health and safety
- ◆ endeavour to give every child the opportunity to reach their potential and meet high expectations
- ◆ establish effective working relationships and set a good example through their presentation and personal and professional conduct
- ◆ attend and participate in meetings as required
- ◆ participate in training and other learning activities as required
- ◆ to undertake any duties, directed by the Headteacher, that the employee has the appropriate training for and is deemed competent to carry out
- ◆ be responsible for safeguarding and promoting the welfare of children you come into contact with.

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