

**Job Description: Engineering Teaching Assistant**

* Provide in-class support to students within the Engineering department, including:
  + supporting students to develop specialist skills within Engineering
  + training students to use specific equipment
  + ensuring students follow Health and Safety practices at all times
  + making learning relevant and fun
  + pitching learning and support at the right level
  + ensuring students know what they need to do to improve
  + chunking tasks into achievable bits
  + ensuring resources given to students with reading difficulties are accessible
  + helping students to read: giving extra time to process text; reading it to or with them; providing coloured overlays etc
  + helping students to write by: getting them to tell you what they want to say before they try and write it; writing down key words they use to help them structure writing; providing writing frames/sentence starters; finding other ways to record responses – mind maps/video/Dictaphones/lap tops
  + structuring students’ social interaction
  + Implementing strategies listed on IEPs for specific students
  + Ensuring teachers share the purpose and content of lessons
* Provide support to Engineering teachers by:
  + being a second pair of eyes – subtly redirecting students back on task if appropriate
  + circulating quietly to keep students on task/listening when the teacher is talking
  + Raising the their awareness of students who are struggling who need their help
  + ‘stamping’ for them in line with the PVB policy
  + giving out/collecting in resources
  + helping with displays
  + helping with filing/organisation of work in folders
  + helping prepare/organise resources
* Support small groups of students outside lessons to complete tasks under the direction of the teacher
* Contribute to Annual Reviews of students with EHCPs
* Attend relevant meetings/CPD