

**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