Heathside School
Job Description

Job Title	**Teaching Assistant**	**Grade**	**Surrey Pay 3**
Department	**SEND**	**Hours**	**8.30am-2.55pm - Days as per contract (1x 25min, 1 x 30min break)**
Reports To	**Cover Coordinator**	**Weeks**	**38.4 Weeks – Term-time only**

JOB PURPOSE

To support the learning of students with a varying range of needs, by providing a means to access teaching. To provide general support to the teacher in the management of classroom behaviour.

MAIN DUTIES AND RESPONSIBILITIES

Support for Students

- Attend to the students' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Supervise and support students ensuring their safety and access to learning ensuring their understanding of instructions
- Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities led by the teacher
- Encourage students to act independently as appropriate
- Support students in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher
- Support students in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist students in their use
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Assist with the supervision of students out of lessons, i.e. before and after school and at break times
- Accompany teaching staff and students on visits, trips and out of school activities as required

Support for Teachers

- Assist in teachers in lesson to provide additional support as requested.
- Prepare/clear away classroom and lesson resources as directed for lessons and assist with the display of students work
- Be aware of and continually monitor student problems/progress/achievements and report to the teacher and SENCO as agreed, attending meetings as required.
- Undertake student record keeping as requested
- Support the teacher in managing student behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers and attend meetings as directed
- Provide clerical and administrative support e.g. photocopying, typing, filing.
- Assist with educational visits and activities, some of these may be off-site. This includes the opportunities for overnight stays and overseas travel.

Other

- Carry out any other reasonable duties and/or times of work as may be reasonably required in accordance with the grade and general level of responsibility within the school.
- Carry out requests from the Senior Leadership Team in a prompt and efficient manner

- Attend school events as required and assist with the planning of whole school events by ensuring all resourcing requirements are in place i.e. staffing, rooming etc. This includes supporting in the preparation for public exams.
- Undertake role assigned in the event of an emergency as detailed in emergency plans and evacuation procedures
- Undertake first aid training and responsibilities as required
- Maintain confidentiality and security of personal data at all times ensuring compliance with the Data Protection Act and assist the Business Manager in responding to Personal Data and Freedom of Information requests.
- Contribute to the Trust's culture and development by ensuring that you fulfil your professional responsibilities in relation to financial matters and are carrying out duties effectively.
- Share good practice across the Trust.
- Take responsibility for your own well-being;
- Take responsibility for your own career choices and actively seek CPD opportunities. Participate in training and other development opportunities as required.
- Participate in appraisal and the achievement of objectives set which will be robust and measurable. Request adequate support to achieve these targets if this is appropriate.

Generic Duties relevant to all members of staff

- The ethos of the Trust is included within the strapline "Endeavour and Prosper" and its core values of respect and trust. All staff are expected to be committed to this ethos in everything they do and avoid any action that may detrimental to the interests of the Trust.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".
- As a member of the Trust, your role will be based at Heathside School. However, you may be asked to work at other academies within the Trust or partner schools and you should expect to travel between sites as required.
- Teaching and Learning is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.
- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.
- All staff are required to have an awareness of Data Protection requirements and comply with all the principles of data security outlined in the Data Protection Act and as required by the Information Commissioner. This includes maintaining security of data
- ElmWey Learning Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer.
- Continually promote and support the ethos and principles of the school and trust and to avoid any action that may be detrimental to the interests of the school and trust.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Finance Director. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The job description and person specification is current at the date issued, but may be updated in consultation with you to meet changes to regulations or circumstances. These would be commensurate with the grade and title of the post.

"This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment"

Person Specification	Essential	Desirable	How Assessed
Experience			
Ability to relate to and motivate young people who may be experiencing difficulties	E		App/Int
		D	App/Int
Experience of working with young people in an educational environment	E		App/Int
Working with people at all levels both internally and externally, committing support to the Senior Leadership Team	E		App/Int
Delivery to tight deadlines	E		App/Int
Skills, knowledge and abilities			
Willingness to maintain up to date knowledge of a range of school policies and procedures	E		App/Int
Ability to manage safely classroom activities and student learning in accordance with behaviour policy and staff Code of Conduct	E		App/Int/Ref
Excellent ICT skills including Word, Outlook and Excel	E		App/Int
Effective written and oral communication and presentation skills	E		App/Int
Effective time management and organisational skills	E		App/Int
Ability to follow instructions and give advice	E		App/Int
Meticulous attention to detail & maintain high level of accuracy	E		App/Int
Ability to work on own initiative and under pressure to tight deadlines	E		App/Int
Ability to analyse, present and interpret data	E		App/Int
Ability to learn new skills and processes quickly	E		App/Int
Understand and be able to use a range of strategies to deal with student behaviour in groups and individual students' needs	E		App/Int
Qualifications and Training			
Good standard of education	E		App
Further or higher education qualifications relevant to post		D	App
Personal attributes			
Good interpersonal, presentation and communication skills, able to relate well and build good relationships with young people	E		Int/Ref
Responsible, calm, confident, professional and able to deal effectively with students and staff, providing challenge when appropriate	E		App/Int
Flexible, efficient and highly organised	E		App/Int
Sensitivity, diplomacy, integrity and awareness of confidentiality	E		Int/Ref
Resilient and self-motivated with a commitment to continued improvement and personal development	E		Int
Ability to work without supervision and a team player, able to motivate a team, delegate duties whilst promoting equality of opportunity, participation and diversity.	E		App/Int/Ref

App = Application **Int** = Interview/Test **Ref** = Reference

Employee Name		**Line Manager Name**	
Employee Signature		**Line Manager Signature**	
Date		**Date**	