

**Salary: £16,781 to £17,772 plus £2,000 (outer London Weighting) This salary will be pro-rata to reflect the number of weeks worked**

**Teaching Assistant, Permanent, Full Time, Term Time**

**Pride & Professionalism Relationships Integrity Aspirations Social Justice Empowerment & Accountability**

**Every student ready for University, Every student a leader**

**Required as soon as possible**

**JOB TITLE: Teaching Assistant**

**SALARY: Scale 3, £16,781 to £17,772, plus £2,000 OLW (The salary will be pro-rata to reflect the number of weeks worked)**

**ACCOUNTABLE TO: SENCO**

**Teaching Assistant**

We are seeking highly motivated, dynamic and passionate individuals with good organisational and communication skills who can continue to raise the achievement of young people alongside class teachers.

**Role**

This post will need patience, initiative, flexibility and stamina. It will include working in the classroom and withdrawal of small groups and individual students according to need. You will also have a specialism in a given area.

**Duties:**

* Supporting EAL students’ personalised learning.
* Support students’ learning across the curriculum, tailoring support to match learners’ needs.
* To support students to become independent, co-operative and collaborative learners.
* Support students’ access to learning through the effective use of ICT.
* Contribute to assessing students’ progress and support them in reviewing their own learning.
* Identify and remove barriers to students’ learning.
* Adapt and customise curriculum materials.
* Support teacher planning.

**Meeting students’ additional needs:**

* Support the learning and emotional well-being of EAL students including those with dual exceptionalities.
* Promote students’ well-being.
* Contribute to the management of EAL students’ behaviour and encourage the student to conform to the Academy’s expectations related to behaviour.
* Support students with EAL to access extended school activities.

**Providing pastoral support:**

• Promote EAL students’ well-being and resilience.

* Safeguard the welfare of EAL students.
* Support the transition and transfer of EAL students.

**Key responsibilities**

* To successfully deliver targeted EAL support to small groups of students and to individual students.
* To ensure EAL students make expected rates of progress and that their individual EAL needs are addressed accordingly.

**Duties and responsibilities:**

* To give oral and written feedback to pupils on their attainment in order to promote further progress.
* To regularly communicate with teaching staff so that they are fully informed about the EAL provision provided to students.
* To set appropriate learning and behaviour expectations of pupils and supporting pupils appropriately.
* To help promote and reinforce pupils’ self-esteem, encouraging inclusion of pupils with special educational needs.
* To help create and maintain a purposeful, orderly and supportive environment for pupils.
* Ensuring that pupils are able to use equipment and materials provided appropriately.
* To produce and maintain classroom resources, displays and classroom layout in consultation with the teacher.
* To help develop pupils in the individual and collaborative study skills necessary for learning.
* To work alongside other adults, including teachers, trainee teachers, and other support staff.
* To supervise pupils during breaks and/or lunchtimes if required.
* To maintain confidentiality at all times with regard to both supported pupils and the wider school.
* To take part in in-service training, relevant performance management arrangements and other meetings, as directed in normal contracted working hours; to be conversant and to apply all school policies and procedures.
* Other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required by the Principal.

**Other**

* To undertake any other duties as requested by the line manager.

This job description does not form part of any Contract of Employment. It describes the duties which the post-holder is required and expected to perform and may be updated from time to time to reflect the changes of the role.

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| **PERSON SPECIFICATION**  The person specification sets out the criteria to be used in determining whether an individual is likely to be able to undertake the duties in the job description | | | |
|  | **Essential** | | **Desirable** |
| **Educational Qualifications** |  |  | |
| GCSE grade C or equivalent in literacy and numeracy |  | |  |
| Evidence of and commitment to continuing professional development |  | |  |
| **Knowledge** |  |  | |
| Previous relevant experience |  | |  |
| Knowledge of national curriculum expectations |  | |  |
| Understanding of principles of child development and learning processes |  | |  |
| Effective use of ICT to support learning |  | |  |
| Experience of mentoring or cover supervision |  | |  |
| Willingness to learn |  | |  |
| **Developing Literacy and Numeracy and high ability provision** | | | |
| An understanding of best practice in developing literacy and numeracy skills |  | |  |
| **Stakeholder Engagement** |  | |  |
| Ability to work with students to ensure their views and opinions are heard |  | |  |
| Evidence of working effectively with members of the local community |  | |  |
| **Personal qualities** |  | |  |
| Resilience, the ability to work under pressure and be able to meet deadlines |  | |  |
| Ability to be flexible and to use initiative |  | |  |
| Excellent communication skills (including written, oral and presentation skills) |  | |  |
| Excellent interpersonal skills |  | |  |
| Secure record of good attendance and punctuality |  | |  |

**Application process**

Please complete the attached application form and equal opportunities monitoring form.

Application forms are also available from the Academy website: [www.thecrestacademy.org](http://www.thecrestacademy.org) or by phoning the HR department at The Academy on 0208 452 4842, Ext 355.

Completed forms should be returned directly to The Crest Academy at the above address or via email to [[thecrestacademyhrhelpdesk@e-act.org.uk](mailto:thecrestacademyhrhelpdesk@e-act.org.uk)](mailto:thecrestacademyhrhelpdesk@e-act.org.uk)

CVs will not be accepted.

**Closing date:** Monday 19th February 2018

The Crest Academy is committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community. We are committed to the protection of children and vulnerable adults.

This appointment is subject to a clear DBS check to an enhanced level.