**TEACHING ASSISTANT**

**JOB DESCRIPTION**

**Hours of work:** 30 hours per week term time

(8.15am – 3.15pm Monday to Friday including a 1 hour unpaid break)

**Salary:** Scale H2 rising to H3

**Reports to:** Member of Inclusion Faculty with Teaching Assistant Management Responsibility

**Main duties and responsibilities:**

* Support the aims and ethos of the school.
* Work within the guidelines of all school policies.
* Be a positive role model for students in terms of general behaviour, smart business dress, punctuality and attendance.
* Be fully involved in the Teaching Assistant Excellence programme and Support Staff appraisal process.
* Undertake relevant in-house and external CPD including an annual visit to another school. As part of this commitment you are expected to attend at least two in-house after school CPD sessions and take time back in lieu as agreed in advance with your Line Manager. This would usually be the last day of term
* Assist in the educational, social and emotional development of students being supported.
* Provide support for individuals and groups of students inside and outside the classroom to enable them to fully participate in learning.
* Contribute positively to the management of student behaviour.
* Prepare, organise and deliver classroom activities for individuals and small groups of students.
* Implement a range of teaching and learning strategies to support individuals or groups of students.
* Promote independent learning.
* Prepare differentiated resources and materials.
* Maintain accurate records of intervention work undertaken.
* Interact appropriately and professionally with teachers, other colleagues and parents/carers.
* Refer matters beyond competence and role to Assistant Headteacher, Inclusion, or other appropriate member of staff.
* Attend team and staff meetings.
* Attend school educational visits and participate in outdoor education.
* To work with and support students eligible for Pupil Premium funding helping them to achieve their full potential.

**General:**

* Willing to undertake and make future use of any training which the school deems necessary or desirable, such as first aid training and driving the minibus (subject to licence requirements).
* If you are bilingual or intermediate in another language, to be prepared to attend, occasionally and by prior arrangement, Parents’ Evenings to support in translating for parents, for which time off in lieu will be given.
* To invigilate examinations as required, for which time off in lieu will be given if the work falls outside of normal working hours.
* To supervise in the Library after school when required. For this additional working time, additional money will be paid.
* Under the direction of the Assistant Headteacher, Inclusion, adopt a flexible approach to the daily routine to best meet the needs of students requiring support at any given time.
* Undertake any professional duties that may be reasonably assigned by the Assistant Headteacher, Inclusion.

**PERSON SPECIFICATION**

**TEACHING ASSISTANT**

**Essential:**

**Qualifications**

* A good level of English and Maths – GCSE grade C or above
* Recent relevant Professional Development & willingness to develop own expertise

**Experience/Knowledge**

* Successful experience of working with children; ideally within an educational setting.
* Understanding of and commitment to develop the ethos of Nower Hill High School.
* Have an understanding of the importance of lesson planning and how learning objectives contribute to learning.
* Ability to organise and deliver classroom activities.

**Skills and Abilities**

* Commitment to Inclusion.
* Enthusiasm and commitment for working with students in a co-educational, multicultural comprehensive school.
* Ability to work as part of a team.
* A positive and caring disposition.
* A robust personality.
* Adaptable and flexible.
* A fundamental belief that all children can succeed.
* Calm under pressure.
* Ability to communicate clearly orally and in writing.
* Excellent listening skills.
* Well organised and practical.
* Ability to work on own initiative.
* Ability to find creative solutions to problems.
* Excellent attendance & punctuality.