

Job Description

Post Title: Teaching Assistant
Grade: TA2
Employed by: Northampton Free School Trust
Line Manager: SENCo

To support the teaching team in providing inspirational learning support at Wootton Park School. To assist teaching staff in the planning, review and delivery of the curriculum by supporting learners in whole classes, individually and in small groups. To assist in the health, safety and welfare, emotional and behavioural support of learners. To provide specialist support in one or more specialist areas of SEND (e.g. literacy, numeracy, EAL, gifted and talented, behaviour, etc.).

Key Areas

Responsibilities

1. Teaching & Learning

To support learning and teaching as directed, in the context of fostering independence and self-esteem
To assist in the planning, implementation, delivery and review of lessons, interventions and enrichment sessions
To interact with the teacher and learners as required, assisting in behavioural support during lessons and interventions, and for targeted learners
To work with learners in assessing their ability, interests, development points, aspirations and progress through the use of Learner Passports and Progress Records
To monitor individual or group achievement of key objectives and feedback to the appropriate staff
To contribute to the assessment of learners through observation and reporting, recording information relevant to assessment and review, including participating in record-keeping and undertaking appropriate administrative tasks related to learner progress
To attend Learner Progress and EHCP review meetings, if appropriate.

2. Learner Support

To provide targeted learners with the level and type of support that will empower them to manage and develop their learning, behaviour and access to the curriculum
To have an understanding of special educational needs and disabilities as defined in the SEND Code of Practice 2014
To support individuals and groups of learners during independent/group learning, including in the development of key skills and role play activity
To assist in the personal, social and emotional development of learners and in the development of self-esteem
To encourage and reinforce positive interactions between learners working within targets set
To identify any uncharacteristic behaviour patterns in learners and report these to the SENCO as appropriate
To accompany learners as directed and supervised by the responsible teacher, and assist with the supervision of learners as and when required
To oversee and implement the nurture group for identified learners during their transition to Wootton Park School
To support parents with a co-ordinated approach to learning at home
To monitor and provide for the general care, safety and welfare of learners (excluding duties of designated first officer) including tasks connected with the social education of the student; where learners have SEND that includes the need for personal care, provide this within the H&S guidelines, as necessary

3. Classroom Support	To be actively involved in the day-to-day management of the learning environment including responsibility for the care and preparation of teaching aids, equipment, displays, materials as appropriate
4. School Support	<p>To undertake any induction training for teaching assistants and participate in staff review/appraisal/performance process and make use of professional development opportunities</p> <p>To carry out the duties of the post in ways which contribute to a supportive working environment within the school, for example, to be aware of tasks undertaken by other staff in order to provide support or cover when required</p> <p>To adhere to and maintain school policies, routines and codes of conduct and support the ethos of the school</p> <p>To attend staff meetings, where appropriate and relevant, and other activities held outside normal school hours but not beyond total working week</p> <p>To understand the school's policies relevant to the specialist subject/support provided and how they relate to local and national frameworks/policies</p> <p>To liaise effectively with parents/carers, sharing and providing information as appropriate.</p> <p>To comply with the provisions of the Data Protection Act and adhere to the requirements of all staff to maintain confidentiality in respect of governors, staff, parents/carers, learners and members of the general public</p> <p>To be responsible and accountable for carrying out the post with regard to the school's Equal Opportunity Policy and Health and Safety at Work Act</p> <p>.</p>
5. Administration	To carry out efficiently the various necessary administrative functions, including school requirements in relation to the proper and accurate keeping of registers.
6. Development Aspects	<p>To play a part in the development of departmental, curriculum development and year team meetings as appropriate</p> <p>To seek to identify personal staff development and INSET needs and ensure that these are discussed with Head of Department/senior staff.</p>
7. Appraisal/Performance Management	To actively engage, as required, in the school's appraisal programme, both as appraisee and, where appropriate, as appraiser of other colleagues.
8. Health and Safety	To ensure that practice is, in all respects, consistent with the requirements of Wootton Park School's Health and Safety Policy, as well as with any subject specific health and safety guidelines.
9. Extra-Curricular	To be involved in some aspect of extra-curricular activity.
10. Safeguarding	The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Principal (in consultation with the post holder) to reflect the changing work composition of the School.

Person Specification

The successful candidate is likely to be able to demonstrate the following: -

Requirements	Essential (E) or Desirable (D) requirements	Measured by: Application form (A) or Selection process (S)
Education		
At least 5 A*-C GCSE including English and Maths or equivalent	E	A
NVQ Level 2 or equivalent knowledge, experience and skills	D	A
Evidence of further professional development	D	A
Experience of		
Working with young people in a learning environment	E	A/S
Working using collaborative partnerships	E	A/S
Behaviours		
Natural communicator; relationship building skills with a range of stakeholders	E	S
Ability to use data and evidence to draw conclusions / reinforce success	E	S
Proactive and innovative	E	S
Knowledge and Understanding		
An understanding of effective and engaging learning strategies	E	S
Experience of classroom practice	D	S
An understanding of the SEND Code of Practice	D	A/S
An understanding of literacy and numeracy strategies to ensure progress of learners	E	A/S
An understanding of tracking and monitoring student progress	E	A/S
An understanding of the use of assessment to inform planning	D	A/S
Ability to plan support/intervention sessions with clear objectives to ensure progression for all	E	A/S
Ability to set consistently high expectations for all learners through class work and independent study	E	A/S
A willingness to be involved in enrichment activities	E	S
Leadership and Skills		
Ability to work within teams effectively, motivate, enthuse and inspire colleagues and learners	E	S
Ability to delegate and hold learners to account	E	S
Excellent ICT skills	E	A
Excellent communication skills, both verbal and written	E	A/S
Attributes		
Committed to the aims of Wootton Park School	E	S
Committed to Equality and Diversity	E	S
Committed to own continuing professional development	E	A/S
Clear view of what high standards and performance looks like	E	S
Proactive / strong problem solver with the ability to make things happen	E	S