



Beacon Academy Trust

A COMPELLING VISION FOR SUCCESS

The Forest Academy



Teaching Assistant

Thank you for expressing an interest in becoming a Teaching Assistant at The Forest Academy.

A COMPELLING VISION FOR SUCCESS

The Forest Academy



Teaching Assistant

Salary £19,918 (£13,197.00 pro rata)

30 hours per week, term time only

Required: ASAP

Closing date: 31 May 2017

We are seeking to appoint a Teaching Assistant to work under the guidance of teaching staff to support students in and out of the classrooms. This role will suit someone who is considering a career in teaching and wants to gain experience in a school prior to applying to train to be a teacher, potentially through our School Direct Programme. Experience of working with young people is preferred as this role will demand the skills and personal qualities needed to maintain a calm and orderly learning environment.

The Trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. The below documents must be read prior to applying for this role and will be factored into interviews:

[Keeping Children Safe in Education](#)

[BMAT – Safeguarding and Child Protection Policy](#)

Enhanced DBS (with list checks) is required for this post.

Further information and an application form can be found at www.beaconacademytrust.co.uk

Please forward your electronic applications to www.beaconacademytrust.co.uk

Please note we reserve the right to close or extend this position depending on application numbers, therefore we would urge candidates to submit an application as soon as possible.

Teaching Assistant

Purpose of role

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to support students in accessing learning in the classroom either by adapting work, supporting them in accessing whole class tasks, respond to questions and generally assist all pupils to undertake set activities.

General duties and responsibilities

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of Individual Education Plans
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of pupils' work and accurately record achievement/progress
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.
- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of pupils' out of school hours learning activities

- Supervise pupils on visits, trips and out of school activities as required

The above mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change. The post holder may be required to carry out such other duties as requested by management that are broadly within the level of the post.

Teaching Assistant: Person Specification

	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
Qualifications/Training		
1. Evidence of relevant professional development and qualifications.	E	A/I/R
2. Degree	D	A/I/R
3. ICT competency to Level 2 or equivalent in Microsoft Office, digital imaging, internet and use of IWB	D	A/I/R
4. Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C) or NVQ Level 2.	E	A/I/R
5. Willingness & ability to obtain &/or enhance qualifications &/or training for development in this post.	E	A/I/R
6. NVQ 3 for Teaching Assistants or equivalent qualification or experience	E	A/I/R
Experience/Knowledge		
7. Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies	D	A/I/R
8. Understanding of principles of child development and learning processes	D	A/I/R
9. Awareness of strategies and approaches relevant to teaching pupils with SEBD/complex learning difficulties.	E	A/I/R
10. Extensive Behaviour management strategies.	E	A/I
11. Experience of working as a Teaching Assistant or equivalent experience of working with children or young people	D	A/I
12. Experience of working with pupils with special needs.	D	A/I/R
13. Experience of re-integrating pupils into mainstream.	D	A/I/R
Skills & Attributes		
14. Ability to apply up to-date legislation and practice in supporting inclusion for disaffected pupils.	D	A/I
15. Flexibility to deal with diverse needs of the post.	D	A/I
16. Ability to relate well to children and adults	E	A/I
17. Friendly and personable, able to communicate well with others	E	A/I
18. Ability to work well within a team, and support colleagues	E	A/I/R
19. Self-motivating and proactive	E	A/I
20. Reliable, respectful and confident	E	A/I
21. Ability to self-evaluate learning needs and actively seek learning opportunities	E	A/I

