

## JOB PROFILE

<b>Job title:</b>	Teaching Assistant Grade A
<b>Responsible to:</b>	Assistant Headteacher - SENCO
<b>Salary / Grade:</b>	NJC Grade 3 points 14 to 18
<b>Working hours / weeks:</b>	Monday to Friday 8am to 2.50pm 3 days per week and 8am to 3.50pm 2 days per week – 33 hours 15 minutes per week with 35 minutes lunch break each day, 39 weeks per annum
<b>Core purpose:</b>	<p>To work in partnership with teachers to support learning in line with the national curriculum, codes of practice, policies and procedures.</p> <p>To provide support to students in a particular curriculum area or support students with varying degrees of learning, behavioural, communication, social, sensory or physical difficulties.</p> <p>To play an integral part in ensuring students with any degree of SEND meet targets and progress in line with students not on the SEND register.</p> <p>To work within Inclusion as part of a larger team in 'Closing the Gap'.</p>

### Corporate responsibilities:

- To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of the Trust.
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

### Key responsibilities:

- To manage and operate a Nurture Group within school for part of the week.
- Provide particular and skilled support to students with severe learning, behavioural, communication, social, sensory or physical difficulties.
- Provide particular and skilled support to a caseload of students.
- Work with, and have accountability of learning and progress for a caseload of students.
- Accountability for data from interventions that have occurred and ensuring that progress is tangible.
- Plan and prepare differentiated resources which will 'close the gap' of students on caseload.
- Working with individuals or small groups of children under the direction of teaching staff.
- Understand specific learning needs and styles and provide differentiated support to students individually and within a group.
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to students' responses as appropriate.
- Establish positive relationships with supported students.
- Provide feedback to students and any relevant stakeholders in relation to attainment and progress under the guidance of the teacher.
- Support students with activities which support literacy and numeracy skills
- Support the use of ICT in the classroom and develop students' competence and independence in its use.

- Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources.
- Promote positive pupil behaviour in line with school policies and help keep students on task.
- Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required.
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher/Line manager.
- Support learning by selecting appropriate resources/methods to facilitate agreed learning activities.
- Attend to students' personal needs including help with social, welfare, physical and health matters, including minor first aid.
- Liaise with staff and other relevant professionals and provide information about students as appropriate.
- Supervise students for limited and specified periods including break-times when the post holder should facilitate games and activities within contracted working hours.
- Assist with escorting students on educational visits.
- Provide support for wider academy activities.
- Visit and conduct learning sessions within the home environment if required.
- Attend relevant meetings as required.

#### Notes:

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

This document does not form part of the contract of employment.

This post will have contact with children and as such a satisfactory disclosure from the Disclosure and Barring Service (DBS) is required as a condition of employment.

#### Core Values:

Respect for individuals:	We work together to create a culture based on trust, respect and dignity.
Integrity:	We are open, honest and direct in our dealings.
Collaboration:	We know that there is strength in working together, communicating, sharing ideas and best practice and finding more efficient and effective ways to deliver our objectives.
Continual improvement:	We are a learning organisation that strives always to 'make our best better'.
Accountability:	We hold ourselves accountable and take ownership.

## PERSON SPECIFICATION

<b>Role: TA / LPA Grade A</b>		<b>E/D</b>	<b>A</b>	<b>I</b>
<b>Qualifications and Training</b>				
1	Minimum of Level 2 including English and Maths	E	✓	
2	Teaching Assistant Qualification / equivalent or willingness to achieve	E	✓	
<b>Experience</b>				
3	Experience of working within a school environment	D	✓	✓
4	Experience of working with or supporting students / young people	E	✓	✓
5	Experience of supporting others to manage behaviour	D	✓	
<b>Knowledge and understanding</b>				
6	Understanding of child protection	D	✓	✓
7	Up to date knowledge of education initiatives	D	✓	✓
8	Understanding of the role of a TA within a school	D		✓
<b>Skills and abilities</b>				
9	Able to use ICT to support learning	E	✓	
10	Ability to work under pressure	E		✓
11	Clear verbal communication skills	E		✓
12	Clear and accurate written communication skills	E	✓	
13	Ability to work constructively as part of a team	E	✓	✓
14	Ability to plan and manage own workload	E	✓	✓
<b>Personal attributes</b>				
15	Confidence to forge effective relationships with students and colleagues	E		✓
16	Willingness to train for and undertake moving and handling duties to accommodate students with physical / sensory needs	E		✓
17	Able to interpret data in an educational environment	E	✓	
18	Ambition to continually improve	E		✓
19	Able to generate a positive, 'can do' approach to learning	E		✓
20	Ability to relate well to both children and adults	E		✓
<b>Other</b>				
21	A commitment to uphold and promote equality of opportunity	E		✓
22	Demonstrates an understanding of Safeguarding issues relevant to the post	E		✓

**KEY:** ✓

<b>E</b>	Essential
<b>D</b>	Desirable
<b>A</b>	Assessed by Application Form
<b>I</b>	Assessed by Interview

**Date:** December 2018