

THE BUSHEY ACADEMY

JOB DESCRIPTION AND PERSON SPECIFICATION

Teaching Assistant: Individual Student Needs

The Academy Vision

The Bushey Academy is a learning focused community where happiness is derived from achievement and positive self-esteem. It is a place where individuals develop the confidence in themselves and the understanding of others around them to be active contributors to society. The innovative and individually targeted curriculum, built around the specialism of business and communication, allows all students to succeed in their own areas of strength; the academy houses give everyone the chance to shine outside of the classroom; and in all areas individual enterprise and endeavour are both expected and rewarded, ensuring that students and staff at the academy are 'proud to belong'.

Support for the student

The TA is employed with specific responsibilities to work with students with special educational needs. Support for the students involves supporting them in accessing the curriculum; for example, The TA may be able to help in the assessment of students' progress and whether they are achieving their targets. They may also be asked to support group work. In some cases, The TA may be asked to work in specific departments where they have particular expertise, however the priority for support is the student and the TA may be required to work in any department to support students with SEN.

The TA's are part of the staff of the academy and are responsible for supporting academy policies and practice and furthering the ethos of the academy.

TA Duties

1. To enable students to participate in the social and academic aspects of academy by: -
 - Supervising and assisting small groups of students in activities set by the teachers
 - Attending statemented students' personal needs, including social, health, hygiene, first aid and welfare matters, under the supervision of the SENDCO
 - Encouraging the development of students' social skills during group and class activities
 - Contributing to extra curricular activities where agreed in contracted hours
 - Supporting the development of the ethos and culture of the academy through the application of appropriate policies, eg. Behaviour management policy and by role modelling expectations
 - Being alert to the early signs of bullying and disruptive behaviour and reporting to line manager and Head of House any concerns
 - Using initiative to develop and encourage integration of students with their peers.
2. To enable students to become more independent learners by:-
 - Encouraging students to share their interests with each other
 - Supporting individuals and groups in educational tasks
 - Liaising with parents/carers and outside agencies to promote students' learning objectives in consultation with the SENDCO
 - Role modelling good practice

3. To help to raise standards of achievement for all students

- Being involved with the students at whole class level, in small groups or on an individual basis as appropriate to their needs
- Supporting the student by facilitating more challenging learning activities
- Modelling good inclusive practice
- Ensuring that all students have equality of access to opportunities for learning and developing
- Providing support for Numeracy and Literacy Strategies and responding to curriculum changes and government initiatives
- Monitoring and evaluating students' progress and maintaining students' records where directed by the SENDCO
- Attending and contributing to student's annual reviews, setting and monitoring of termly targets for students on the SEN register
- Providing feedback to teachers on individual and group needs
- Keeping students focussed on their learning
- Helping students to understand their target levels and grades and how to achieve them
- Supporting internal and external tests and examinations in accordance with the academy policy for access arrangements (within the S20 Examinations Policy)
- Assisting with the planning and development of accessible SEN resources
- Contributing to the development of a positive learning environment
- Undertake any other task reasonably requested by the Principal

While every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified. This job description is subject to change, following consultation, to reflect or anticipate changes in the post which are commensurate with the salary and job title.

Professional Development

These three strands of support are not separate but interdependent and, at any time, the TA may well be involved in an activity involving more than one area of support. It is the responsibility of the academy to support the TA in fulfilling the expectations of the role. Consideration should be given to the way the TA is managed and to their professional development needs through formal performance management procedures.

In turn the TA's should be encouraged to take responsibility for:-

- Attending professional development linked to raising standards in the academy
- Attending link department meetings as appropriate and where directed in contracted hours.
- Seeking opportunities to keep up to date with current educational practice
- Seeking advice and support from other professionals in consultation with the SENCO.

Health and Safety

The TA's should be aware of and comply with policies and procedure relating to child protection, the statutory assessment of students with Special Educational needs, health, safety and security, confidentiality and data protection: and report all concerns to an appropriate person.

Additional information

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure is required for this post from the Criminals Records Bureau as part of Hertfordshire County Council's policy.

Person Specification		
	Essential	Desirable
Good literacy and numeracy – GCSE Maths and English or equivalent	✓	
NVQ 2 for Teaching Assistants or equivalent qualification or experience	✓	
An ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post	✓	
Experience	Essential	Desirable
Minimum 2 years experience working with and or caring for children of relevant age/subject area, in an educational setting	✓	
General understanding of national curriculum and other basic learning programmes/techniques	✓	
The ability to relate well to children and adults	✓	
Demonstrate assertiveness in dealing with students and fellow professionals	✓	
Planning and prioritising own workload and managing conflicting demands	✓	
Accept the need for continuing development and training	✓	
Basic understanding of child development and learning	✓	
General awareness of inclusion, especially within a school setting	✓	
Knowledge, Skills and Abilities	Essential	Desirable
Ability to provide support for students, including those with individual needs, ensuring their safety and access to learning activities	✓	
Ability to relate to young people, within different age groups, about attendance and behaviour issues	✓	
Competent in the use of IT		✓
Understanding of the education system and , at the same time, understand the value of team work and the overall strategy of the department, for the benefit of young people	✓	
Excellent communication and interpersonal skills	✓	
Able to quickly establish positive working relationships with students, staff, parents and a wide range of people from within and outside the school	✓	
Able to provide support for structured and agreed learning activities/learning programmes, taking into consideration students' learning styles.	✓	
Able to be a good role model to young people – demonstrate and promote positive values, attitudes and behaviour	✓	
Able to maintain a non-confrontational approach	✓	
Able to improve your own working practice	✓	
Aware of procedures relating to child protection, health and safety and security, confidentiality and data protection	✓	

Attributes	Essential	Desirable
Excellent punctuality and professional conduct	✓	
Ability to work well in a team	✓	
A sense of humour		✓
Ability to think originally and creatively	✓	
Positive attitude	✓	
Energy and enthusiasm	✓	
Warmth and sensitivity		✓
Excellent rapport with students	✓	
Commitment to the Academy and the students we serve	✓	
A belief that students come first	✓	
Ability to work confidentially and with discretion	✓	

Signed _____

Date _____