**Job Description**

**Job Title: Teaching Assistant (Internal Vacancy only)**

**Location: St James the Great Academy**

**Reports to: Sendco/Classroom Teacher**

**Purpose of the Role:**

To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and Academy policies and procedures.

To promote and adhere to the Trust’s values to be unusually brave, discover what’s possible, push the limits and be big hearted.

**Responsibilities:**

* Establish positive relationships with students supported
* Support the use of ICT in the classroom and develop students competence and independence in its use
* Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to students responses as appropriate
* Promote positive student behaviour in line with Academy policies and help keep students on task
* Interact with, and support students according to individual needs and skills
* Promote the inclusion and acceptance of students with special needs within the classroom ensuring access to lessons and their content through appropriate clarification , explanation and resources
* To participate in planning and evaluation of learning activities with the teacher providing feedback to the teacher on student progress and behaviour
* Monitor and record student activities as appropriate writing records and reports as required
* To support learning by arranging /providing resources from lessons/activities under the direction of the teacher
* Assist with the development and implementation of IEPs
* To attend to students personal needs including help with social, welfare, physical and health matters, including minor first aid.
* To assist with the preparation ,maintenance and control of stocks of materials and resources
* Liaise with other staff and provide information about students as appropriate
* To supervise students for limited and specified periods including break- times when the post holder should facilitate games and activities
* To assist with escorting students on educational visits
* The post holder is also required to undertake such other duties and training as may be required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post

The Job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.

**Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It’s what motivates us around here. We know this vision requires something extra. Which is why at AET, you’ll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we’re inspiring. Come inspire their remarkable with us.

**Our values:**

The post holder will be expected to operate in line with our values which are:

* Be unusually brave
* Discover what’s possible
* Push the limits
* Be big hearted

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment

2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive

6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**Person Specification**

**Job Title:**

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| --- | --- | --- | --- |
| **General heading** | **Detail** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications** | Qualifications required for the role | * GCSEs Equivalent to grade C or above in English and Maths * Educated to NVQ Level 3 in learning support/early years, NNEB or equivalent qualification /experience e.g. A levels | * A degree in any relevant subject |
| **Knowledge/Experience** | Specific knowledge/  experience required for the role | * Good reading and writing skills * Good numeracy skills * Knowledge of basic ICT to support learning * Ability to write basic reports * Ability to use clear language to communicate information unambiguously * Ability to listen effectively * Overcome communication barriers with children and adults * Consult with children and their families and carers and other adults * Understand and implement the Academy’s behaviour management policy * Ability to understand and support children with developmental difficulty or disability * Good understanding of the Academy’s Curriculum * Knowledge of literacy/numeracy strategies * Good understanding of the general aspect of child development * Ability to assess and progress performance * Understand and support the importance of physical and emotional wellbeing * Understanding the role of others in working and with the Academy * Understand and value the role of parents and carers in supporting children * Ability to establish rapport and respectful and trusting relationships with children their families and carers and other adults * Ability to work effectively with a rage of adults * Know when, how and with whom to share information * Ability to follow instructions accurately * Goof organisational skills * Ability to remain calm under pressure * Ability to support the work of volunteers and other teaching assistants in the classroom * Ability to manage own time effectively * Demonstrate creativity and an ability to resolve routine problems independently * Awareness of commitment to equality * Basic understanding of Health & Safety * Understand and implement child protection procedures * Understand procedures and legislation relating to confidentiality * Be prepared to develop and learn in the role | * Basic Knowledge of First Aid and understanding of the Academy |
| **Skills** | Line management responsibilities (No.) | * N/A |  |
| Forward and strategic planning | * N/A |  |
| Budget (size and responsibilities) | * N/A |  |
| Abilities | * N/A |  |
| **Personal Characteristics** | Behaviours | * Successful candidate will be subject to an enhanced Disclosure and Barring Service check * Right to work in the UK * Evidence of a commitment to promoting the welfare and safeguarding of children and young people * Ability to travel as required |  |
| Values | * Ability to demonstrate, understand and apply our values   + Be unusually brave   + Discover what’s possible   + Push the limits   + Be big hearted |  |
| **Special Requirements** |  | * Successful candidate will be subject to an enhanced Disclosure and Barring Service Check * Right to work in the UK * Evidence of a commitment to promoting the welfare and safeguarding of children and young people |  |