

**JOB DESCIPTION - Teaching Assistant**

**Hours:** 30 per week Term time only (8.30am to 3.10pm)  
**Grade:** Band 2 (Point 11-14)

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| **Purpose of Job:**  To assist in the support and development of students with special educational needs. The role may also involve supporting students who follow a vocational timetable, which includes supporting students on their college and work experience placements off site. |
| **Duties:** |
| **Supporting the student** |
| * To assist the student |
| * To help the student learn effectively on their own and in a group |
| * To establish a good working relationship with students |
| * To encourage the acceptance and integration of students with special educational needs |
| * To help develop the students’ self-esteem |
| * To encourage independence and self-reliance * To visit college and work experience placements as necessary * To attend, if required, to students’ personal needs including help with social welfare, care and health matters, including dressing, feeding, mobility and toileting (only if appropriate training has been undertaken).\* * To assist with escorting students on educational visits both local & international travel * To physically assist students during activities e.g. Physical Education * To mentor identified students. * To communicate with parents about mentees progress, if appropriate |
| \*Only applies if the Personal Care TAs and all other contingency staff are unavailable. |
| **Working with the class teacher**   * To support quality first teaching |
| * To assist in the development of a suitable programme of support |
| * To work with the teaching staff in the recording of student progress |
| * To assist in the upkeep of code of practice paperwork |
| * To participate in the evaluation and review of individual education and behaviour plans * To lead and work with small groups of students within lessons with direction from the teaching staff |

**Supporting the academy**

* To liaise and consult with other professionals supporting students
* To attend relevant in-service training sessions and Faculty meetings
* To be aware of academy policies
* It may be a requirement at times for you to take responsibility for a class of students at the changeover period between lessons

**Person Specification**

**Qualifications**

Essential Qualifications in Maths and English at minimum C grade GCSE or

equivalent Level 2 qualification

Desirable Further relevant qualifications e.g. TA qualification, qualification in child care, A levels/Level 3 qualifications

**Experience**

Essential Experience working with young people aged 11-16

Desirable Experience working with young people in an educational capacity and/or with young people who have emotional and behavioural difficulties

**Knowledge and Skills**

Essential Ability to relate well to children and adults and establish good working relationships Ability to provide support for pupils, including those with special needs, ensuring their safety and well-being

Ability to utilise a range of strategies to support pupils in making progress

A good understanding of child development and learning processes

Ability to undertake pupil record keeping as requested, record achievements and progress and provide appropriate feedback for the teacher

Act as role model

Use ICT effectively to support learning

A good understanding of numeracy and literacy rules to support learning

Constantly improve own practice through self-evaluation and sharing good practice

Understand classroom roles and responsibilities and your own position within these

Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment

Awareness of procedures relating to child protection, health, safety and security, confidentiality and data protection

**Aptitude**

Essential Work effectively as part of a team and contribute to group thinking, planning etc.

Effective time management

To be flexible

Ability to follow instructions accurately

Use own initiative and work independently

Excellent communication skills with adults and children, verbally and in writing

Motivate, inspire and have high expectations of pupils

Creative approach to problem solving

Work calmly under pressure

Committed to personal and professional development

Awareness of, and commitment to, equalities issues

**General**

* To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
* To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
* Ensure that all duties and services provided are in accordance in the Academy’s Equal Opportunities Policy
* The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
* The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade