# 

Academies Enterprise Trust

**Job Description**

**Job Title: One to One Teaching Assistant**

**Location: Newington Academy**

**Hours of work: 30**

**Reports to: Headteacher and SENCO**

**Purpose of the Role:**

# To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.

To advance pupils’ learning in a range of classroom settings, including working with individual pupils or groups and whole classes.

To encourage and support a child with Special Educational Needs in line with their support plan and the academy’s targets and curriculum.

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:**

* To support the work of the SENCO, contribute to planning, development and decision making and undertaking related admin duties.
* Working with individuals or small groups of students under the direction of teaching staff
* Establish positive relationships with students supported
* 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 positive student behaviour in line with school policies and help keep students on task
* Interact with, and support students, according to individual needs and skills and provide feedback in relation to attainment and progress under the guidance of the teacher
* 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 for 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
* Liaise with other staff and provide information about students as appropriate
* To supervise students for limited and specified periods including break-times and lunchtimes
* To assist with escorting students on educational visits
* To understand and apply school policies
* Attend relevant training and take responsibility for own development
* Attend relevant school meetings as required

**Other specific duties:**

* To play a full part in the life of the academy community
* To comply with the academy’s Health and Safety Policy and undertake risk assessments as appropriate
* To undertake any other duty as specified by the Principal not mentioned in the above

**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 Teachers’ Pay and Conditions.

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

5. 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.

6. 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:**

|  |  |  |  |
| --- | --- | --- | --- |
| **General heading** | **Detail** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications** | Qualifications required for the role | * English and Maths GCSE level “C” or above | * Evidence of continued and recent professional development relevant to the post |
| **Knowledge/Experience** | Specific knowledge/  experience required for the role | * Working with pupils of a relevant age to support their learning * To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data * protection. * Detailed understanding of the importance of positive behaviour management | * Appropriate knowledge of first aid * Experience of working with children with autism advantageous |
| **Skills** |  | * High level of numeracy/literacy skills * Use technology – computer, email, video, photocopier * Ability to relate well to children and adults * Ability to work constructively as part of a team * Proven, successful experience in accelerating progress for groups of pupils against agreed outcomes * Ability to work under pressure * Adaptable and flexible in work approach * Positively and effectively manage behaviour in line with school policy and procedure * The ability to converse at ease with parents/pupils and members of the public and provide advice in accurate spoken English |  |
|  |  |  |
| **Personal Characteristics** | Values | * Ability to demonstrate, understand and apply our values   + Be unusually brave   + Discover what’s possible   + Push the limits * Be big hearted |  |
|  | * 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 |  |
| **Special Requirements** |  |  |  |