



Job Description

POST:	Teaching Assistant (Level 2)
RESPONSIBLE TO:	Principal, under the day to day management and leadership of a member of the Learning Support Manager
RESPONSIBLE FOR:	
KEY RELATIONSHIPS:	Academy Leadership Team; relevant teaching and support staff; LA representatives; external agencies; parents; local community; other Oasis Academies and Oasis Community Learning central staff
SALARY:	SCP 5 – 7 Outer London (£21,591 - £22,377) pro rata + Pension Scheme
LOCATION:	Oasis Academy Arena
WORKING PATTERN:	37 hours per week - 39 weeks per year (term time only)
DISCLOSURE LEVEL:	Enhanced
JOB PURPOSE:	Within the Academy, helping to provide learning support for students of all abilities. To provide specialist support in a specific curricula/resource area, including preparation and maintenance of resources and support to staff and students.

SPECIFIC RESPONSIBILITIES:

- Use specialist skills/training/experience to support students
- Provide feedback to students in relation to progress and achievement
- Create and maintain a purposeful, orderly and productive working environment
- Ensure timely and accurate design, preparation and use of specialist equipment/ resources/materials
- Assist in the development of lesson/work plans, administration of coursework, work sheets
- Contribute to planning, development and organisation of systems/procedures/policies
- Be responsible for maintaining records, information and data, producing analyses and reports



- Implement specific work programmes/ practical lessons with students under the guidance of the teacher
 - Promote and ensure the health and safety and good behaviour of students at all times
 - Administer and assess routine tests and invigilate exam/tests
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- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
 - Ensure effective operation and maintenance of specialist equipment, checking for quality/safety,
 - Undertaking specialist repairs/modifications within own capabilities and arranging for other repairs/modifications to be carried out by others
 - Demonstrate and assist in the safe and effective use of specialist equipment/materials
 - Provide specialist advice and guidance as required
 - Ensure Health and Safety remains a prime concern within the learning environment
 - Establish constructive relationships and communicate with other agencies/professionals
 - Liaise with the teacher, to support achievement and progress of students
 - Attend and participate in relevant meetings
 - Assist with the supervision of students out of lesson times e.g. clubs, extra-curricular activities
 - Support Academy events, as appropriate
 - Participate in Quality Assurance and Performance Management procedures
 - Assist with displays within the curriculum area.
 - To take an active role in the Academy's pastoral care of students and to fulfil the role of form tutor

Safeguarding children and young people

Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Health and Safety Statement

So far as is reasonably practicable, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Oasis Community Learning Health and Safety policy, departmental policies and codes of practice.



OTHER:

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal.

The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

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

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Signed:

Employee:		Line Manager:	
Print Name		Print Name	
Date		Date	



Teaching Assistant Person Specification

Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the Education Charter document which accompanies this job description.

	Essential	Desirable
Qualifications		