



## North Halifax Grammar School Academy Trust

### Teaching Assistant Job Description

<b>Salary</b>	NJC Scale 4 Point 7 to 11 - £15,861 - £17,056 (£22,369 - £24,054 FTE)
<b>Hours of work</b>	30 hours per week (Monday to Friday), term time plus 3 days
<b>Tenure</b>	Permanent
<b>Responsible to</b>	Assistant Headteacher responsible for SEND & Senior Teaching Assistant

#### Main Purpose of the Role:

- To provide support to teachers in the management and learning of the students.
- To support individuals and groups of students to enable access to learning. This could include students with additional needs.
- To keep accurate and appropriate records in respect of students with additional needs in the format agreed with the SENDCo.
- To provide administrative support for the Academy when not required for cover for individuals or invigilation.
- To contribute to the overall work and ethos of North Halifax Grammar School.
- To respect the confidentiality of the Academy and its students.

#### Key Responsibilities for support of an individual student:

- To assist and enable students with additional needs in following programmes and activities designed by teachers and/or members of appropriate support agencies/services.
- To encourage those with additional needs to interact with each other and to engage in activities led by teachers or Student Support.
- To encourage students to act independently as appropriate.
- To be responsible, when appropriate, for the mobility, medical and hygiene needs of the students.
- To support the annual review process when required, to include written comments.
- Provide input to the OPP/PMAPs/PEP or other designated plan as and when required.
- To liaise with teaching staff regarding student progression.
- To maintain written/electronic records of interventions.
- To be responsible for the supervision of students at break and lunchtime as directed by the SEND management.



### Key Responsibilities for support of the Academy:

- To contribute to the overall ethos and aims of the Academy.
- To attend meetings and training exercises as directed by your Line Manager.
- To undertake personal development and improve own practice through training and other learning activities including performance management as required.
- To assist with the invigilation and support for students in any examinations as required.
- To work as part of a team and support the role of other people within the team.
- To act as a role model and to be aware of and to respond appropriately to individual needs.
- To be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.
- To accompany teaching staff and students on visits, trips and out-of-school activities as required.
- To provide administration support to the Academy as directed by your Line Manager.

#### **Note:**

These duties are neither exclusive nor exhaustive and the post holder may be required to undertake other duties and responsibilities and activities relating to the general administration and control of the school, as may reasonably be required.



Attributes	Essential	Desirable
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE English and Maths at Grade C or above.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of commitment to continuing professional development.</li> <li>A willingness to develop new skills.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Working with or in an environment with young people.</li> <li>Experience of building relationships with young people and encouraging the development of a 'can do' attitude.</li> </ul>	<ul style="list-style-type: none"> <li>Working within a secondary school or academy.</li> <li>Knowledge of, and ability to use a range of strategies to deal with individual behavioural needs.</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>The ability to be calm and patient whilst working with students on a 1:1.</li> <li>Good communication skills, both verbal and written.</li> <li>The ability to react in a positive manner to difficult situations which may arise amongst students.</li> <li>Excellent time management, organisational and administrative skills.</li> <li>Confident use of IT.</li> </ul>	<ul style="list-style-type: none"> <li>Confident in using SIMs/Edulink, google drive, google classroom</li> <li>Ability to encourage the inclusion of students with emotional, learning or behavioural difficulties in a school and classroom setting.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Ability to work constructively as part of a team and as an individual.</li> <li>Adaptable and flexible.</li> <li>Able to prioritise and use initiative.</li> <li>Professional and responsive attitude and behaviour towards colleagues, students and external agencies.</li> <li>Ability to motivate and develop self.</li> <li>A commitment to safeguarding and promoting the welfare of children and young people.</li> <li>A commitment to the Academy Trust's vision, values, aims and its objectives.</li> <li>A commitment to the Academy Trust's Respect Charter.</li> <li>Understand and respect the principles of confidentiality.</li> </ul>	