

Newlands Academy
Job Description

Job Title:	Teaching Assistant
Location:	Newlands Academy
Hours of work:	36 hours per week, term time only
Reports to:	Line Manager – Teaching staff

Overall Responsibilities:

To provide an efficient and high quality support service to all students.

- To promote the inclusion of all students.
- In liaison with the class teacher to work with students to target identified learning needs.
- To provide practical support in the classroom to students who have recognised learning needs, supporting them to achieve their potential.
- To work with subject teachers to ensure lesson materials are used effectively in order for students to make the expected progress towards their target levels.

Main Duties:

- To develop an understanding of the learning needs of students and use this knowledge to support them to become independent learners in the classroom.
- To take into account a student's learning needs and ensure their access to the lesson and its content through appropriate clarification, explanations, and use of equipment and materials.
- To develop the study and organisational skills of students, enabling them to remain focused in lessons and be able to execute tasks effectively.
- To monitor students' responses to learning activities and progress towards targets, record achievement and feedback to teachers and the SENCO as required. Assist in the implementation and tracking of student targets.
- To provide support for student's emotional and social needs by encouraging and modelling positive behaviour and demonstrating high expectations, in line with the Academies' Behaviour policy.
- To assist with the general pastoral care of the students, and be assigned as a co-tutor to work with a form group.

- To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to the review of academy policies as appropriate.
- To accompany teaching staff and students on visits, trips and out of school activities as required.
- To attend and participate in relevant meetings

This 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.

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 Academies Enterprise Trust at the reasonable discretion of the Chief Executive Officer.
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.

Person Specification

Job Title: Teaching Assistant

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications & Experience	Specific qualifications	<ul style="list-style-type: none"> • Right to work in the UK 	
	Qualifications required for the role	<ul style="list-style-type: none"> • GCSE Maths and English Grade A-C or equivalent or willingness to work towards literacy and numeracy functional skills qualifications 	
	Forward/Strategic planning	<ul style="list-style-type: none"> • N/A 	
	Specific Knowledge/ Experience	<ul style="list-style-type: none"> • Basic understanding of child development and learning 	<ul style="list-style-type: none"> • Experience of working with or caring for children of a relevant age • Experience of working with children with SEN
Behaviours	Line management responsibilities	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
	Skills/Abilities	<ul style="list-style-type: none"> • Good numeracy/literacy skills • Ability to communicate and relate well to both children and adults • Effective use of ICT to support learning • Ability to self-evaluate learning needs and actively seek learning opportunities • Work constructively as part of a team, understanding classroom roles and 	

		responsibilities and own position within these	
	Scope of the role	<ul style="list-style-type: none"> • N/A 	
	Budget <ul style="list-style-type: none"> • size and responsibilities • advice impact on budget 	<ul style="list-style-type: none"> • N/A 	
	DBS (CRB)	<ul style="list-style-type: none"> • This post is subject to receipt of a Disclosure and Barring Service Certificate 	
	Special requirements	<ul style="list-style-type: none"> • Evidence of a commitment to promoting the welfare and safeguarding of children and young people • Ability to travel as required 	