



Star

## STAR ACADEMIES

*Nurturing Today's Young People, Inspiring Tomorrow's Leaders*

### JOB DESCRIPTION

<b>Job Title:</b>	Teaching and Learning Assistant		
<b>Base:</b>	Eden Boys' Leadership Academy		
<b>Reports to:</b>	SENCO	<b>Grade:</b>	S2 (SCP 3 - 4)
<b>Staff Responsibility for:</b>	As assigned	<b>Salary:</b>	£18,562 to £18,933 per annum Pro rata equivalent £15,895 - £16,212
<b>Additional:</b>	-	<b>Term:</b>	Permanent 37 hours per week Term Time plus 1 week

#### JOB PURPOSE SUMMARY:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

#### KEY RESPONSIBILITIES AND ACCOUNTABILITIES

##### 1. Support for Pupils

- 1.1 Provide one to one support for a pupil with a statement of educational needs, whilst employing teaching strategies to encourage the pupil to work with increasing independence within a group and class.
- 1.2 Adapt or modify materials and resources to ensure full access to a broad and balanced curriculum.
- 1.3 Support pupil access to the curriculum by differentiating learning activities where appropriate.
- 1.4 Develop a positive relationship with the pupil to support progress and attainment and promote self-esteem and independence.
- 1.5 Support the pupil as part of a planned inclusion programme and provide intervention strategies and programmes as requested.
- 1.6 Provide feedback to the pupil on their progress, achievement and attainment.
- 1.7 Support the use of ICT in learning activities.
- 1.8 Deliver intervention and support strategies for specific pupils as directed by the teacher.

##### 2. Support for Teachers

- 2.1 Provide advice and support to teachers and other support staff as to the most effective methods of support for pupils with learning needs.
- 2.2 Liaise with the complex needs service as requested to receive and disseminate advice given to effectively support the pupil across curriculum areas.

- 2.3 Liaise sensitively and effectively with parents and carers; and in languages other than English when necessary; and participate in feedback meetings with parents under the teacher's supervision.
- 2.4 Assist the SENCO in the development, monitoring and review of the pupil's IEP.
- 2.5 Attend specific training as and when required or requested by the SENCO.
- 2.6 Assist in pupil supervision and management of pupil behaviour, in line with school procedures.
- 2.7 Be responsible for keeping and updating records as agreed with the teacher, contributing to the reviews of records and systems as requested.
- 2.8 Support the teacher by contributing to the delivery of local and national learning strategies and recording achievement, progress and providing feedback to the teacher.
- 2.9 Report on pupil achievement, progress and issues in a suitable format.
- 2.10 Administer and contribute to the invigilation of examinations as required.

### **3. Support for the School**

- 3.1 Support the maintenance and enhancement of the school's ethos and mission through their own outstanding professional conduct and high expectations of others.
- 3.2 Be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection.
- 3.3 Assist in providing an atmosphere in which effective learning can take place.
- 3.4 Support the promotion of positive relationships with parents and outside agencies.
- 3.5 Work within school policies and procedures.
- 3.6 Attend and participate in individual and team meetings as required.
- 3.7 Undertake personal development and improve own practice through training, observation, evaluation and discussion with colleagues including performance management and use this to support others.
- 3.8 Accompany teaching staff and pupils on visits, trips, out of school activities and enrichment programmes and take responsibility for a group under the supervision of a teacher.
- 3.9 Assist with the supervision of pupils out of lesson time.
- 3.10 Work as part of a team and support the role of other people in the team.

### **4. Other Responsibilities**

- 4.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 4.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 4.3 Contribute to the wider life of the Trust and the Star community.
- 4.4 Carry out any such duties as may be reasonably required by the Trust.

### **5. Records Management**

- 5.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

*This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.*



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### PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview /Task
<b>QUALIFICATIONS</b>				
1.	NVQ Level 3 Teaching Assistant or equivalent	<b>E</b>	✓	
2.	GCSE in English and Maths at grades 'C' and above	<b>E</b>	✓	
3.	Evidence of continuous professional development	<b>E</b>	✓	
<b>EXPERIENCE</b>				
4.	Working with children in a school setting.	<b>E</b>	✓	✓
5.	Contributing to development, monitoring and review of IEPs.	<b>E</b>	✓	✓
6.	Working within a secondary school.	<b>E</b>	✓	✓
7.	Supporting pupils who have specific difficulties	<b>D</b>	✓	✓
8.	Working with pupils who have physical disabilities	<b>D</b>	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
9.	Ability to maintain positive relationships with pupils and other adults.	<b>E</b>	✓	✓
10.	Ability to work effectively within a team.	<b>E</b>	✓	✓
11.	Effective classroom and behaviour management skills.	<b>E</b>	✓	✓
12.	Ability to communicate effectively in community languages.	<b>D</b>	✓	✓
13.	Knowledge of strategies to support pupils with visual and/or hearing impairment(s).	<b>D</b>	✓	✓
14.	Good ICT skills for word-processing and use of learning software, including online resources.	<b>E</b>	✓	✓
15.	Knowledge of the secondary curriculum.	<b>E</b>	✓	✓
<b>PERSONAL QUALITIES</b>				
16.	A passionate belief in the school's mission statement.	<b>E</b>	✓	✓
17.	A strong belief in the value of education in developing citizens.	<b>E</b>	✓	✓
18.	Highest levels of professional and personal integrity.	<b>E</b>	✓	✓

19.	A strong commitment to inclusion and overcoming barriers to learning and achievement.	<b>E</b>	✓	✓
20.	Personal resilience, persistence and perseverance.	<b>E</b>	✓	✓
21.	Commitment to undertaking additional training where required.	<b>E</b>	✓	✓
22.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	<b>E</b>	✓	✓
23.	A strong commitment to the Trust value of 'Service'.	<b>E</b>	✓	✓
24.	A strong commitment to the Trust value of 'Teamwork'.	<b>E</b>	✓	✓
25.	A strong commitment to the Trust value of 'Ambition'.	<b>E</b>	✓	✓
26.	A strong commitment to the Trust value of 'Respect'.	<b>E</b>	✓	✓
27.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	<b>E</b>	✓	✓
28.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	<b>E</b>	✓	✓