



Job Description

Job Title:	Literacy Teaching Assistant
Location:	Across the Trust (based at Ivybridge Community College currently)
Reports to:	Assistant Principal for Teaching and Learning
Grade:	NJC Grade B, SCP 3 – 4 £20,812 – £21,189 per annum (£14,697 - £14,964 pro rata)
Hours:	31.25 hours a week, 38 weeks per year
Responsible for:	Not Applicable

Job Purpose

All of our Teaching Assistants play an important role in assisting with support for students, to enable them to access the full range of curricular opportunities (academic and enrichment) the College has to offer.

The post holder will work under supervision and direction of the Senior Literacy Teaching Assistant, usually outside the classroom, working with students who need support to fill gaps in literacy and reading. They will be part of a diagnostic literacy team so that precise diagnosis can be followed by evidence-based strategies, which support reading fluency; phonics and blending, and comprehension. The post holder will form a crucial part of a professional team and will receive precise training.

Under the guided direction of the Assistant Principal and the Senior Literacy Teaching Assistant, the post holder will often be required to support learning, which takes place outside of the main teaching area with small groups or one-to-one as required. This post includes administration and assessment elements so that we can ensure all literacy catch-up interventions are tailored to the students' required needs.

Duties and Responsibilities

1. Prepare specific resources / materials / equipment for lessons, as directed.
2. Maintain an overview of attendance and under the direction of a teacher, or senior leader, support with any safeguarding issues that may arise within the classroom setting.
3. Oversee the audit and maintenance of equipment that may be required to ensure it is in a good working order.
4. Undertake basic record keeping as directed to determine next steps and ensure efficacy.
5. Support the delivery of Teaching and Learning sessions under the supervision of teaching practitioner, Senior Literacy Teaching Assistant or Senior Leader.
6. Support cover staff with information as supplied by absent teachers.
7. Update and maintain display boards pertaining to literacy.
8. Maintain designated databases / files in accordance with Trust policies for data governance, as appropriate for the role.

9. Comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality and Diversity.
10. Attend to the welfare and personal care needs of students, including those with special educational needs and/or medical needs.
11. Support students to undertake their own medical monitoring, if applicable to the individual.
12. Under the direction of the classroom teacher, work with small groups of students, or one to one with an individual student using programmes such as Fresh Start.
13. Undertake general clerical and organisational support.
14. Liaise, advise and consult with other colleagues.
15. Where appropriate, foster links between home and College.

Responsibilities in Supporting the Student

1. Clarify and explain instructions to the student.
2. Motivate and encourage the student.
3. Help the student to concentrate and finish the work set.
4. Assist the student in weaker areas, e.g. reading, presentation, behaviour, etc.
5. Meet the student's physical needs.
6. Liaise with the classroom teacher and when applicable, the SEND Coordinator.
7. Help to promote self-esteem and independence in the classroom.

Responsibilities in Supporting the Teacher

1. Update individual student plans.
2. Assist the classroom teacher in the delivery of support plans.
3. Assist in the recording of progress and the maintenance of student records.
4. When required, participate in the evaluation of support programmes.
5. Contribute contextual information to the review of 'My Plans' and where appropriate, EHCPs.
6. Provide teachers with feedback about the students.

Other Responsibilities

1. Handle all confidential correspondence with discretion and in line with the Trust and College's Data Protection protocols.
2. Use appropriate ICT packages as required.
3. Set up files and update where necessary.
4. Attend occasional out of College hours functions as required. This may from time-to-time include accompanying teaching staff and students on visits, trips and offsite activities as required.
5. Undertake any other duties of a similar level and responsibility as may be required, as directed by the line manager.
6. When required to do so, support the wider College with examinations. This may include, invigilating / acting as a reader or support person, or administering routine tests / examinations.
7. Preparing and contributing to Trust-wide development, by sharing best practice and professional feedback.

The duties and responsibilities outlined in this job description are not comprehensive or exclusive and may be varied from time to time to allow the College to respond to the individual needs of students. The post holder may therefore be expected to take on other reasonable activities to assist in an efficient service delivery.

This job description provides a general reflection of the key accountabilities associated with the post, and you may be expected to take on other reasonable activities to assist in efficient service delivery. Emphasis on specific accountabilities and indicators of success will be agreed as part of your Personal Development Review (PDR).

PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
Qualifications:			
A good level of education to include GCSE (or equivalent) Grade C or above in Mathematics and B or above in English	E		✓
Level 2 qualification or equivalent in the relevant field or applicable experience	D	✓	
Experience:			
Experience of working in a school or similar establishment	D	✓	
Knowledge of procedures for preparation of resources/ materials (i.e. printing, photocopying etc.)	D	✓	✓
Knowledge, Skills and Abilities:			
Effective oral / written communication skills	E	✓	✓
Ability to follow instructions and direction, whilst also able to use initiative to identify and raise concerns / risks	E		✓
Accuracy and attention to detail	E	✓	✓
Good timekeeping	E	✓	✓
Able to relate to academic staff, students, and other stakeholders	D		✓
Knowledge of the SEND Code of Practice	D	✓	✓
Excellent communication skills, both verbal and written, including the effective communication skills with students	E	✓	✓
Ability to use technology to a basic level – e.g. computer, video, photocopier etc.	E	✓	
Enthusiastic and committed to meeting the needs of students	E	✓	✓
Further Requirements:			
Ability to work as part of a team or alone if necessary	D	✓	✓
Discrete and able to maintain the confidentiality of information	E		✓
Knowledge and foundation understanding of Safeguarding and the welfare of children and young persons	E	✓	✓
Willingness to undertake development and training relevant to the role, when required	D		✓

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VALUES-BASED BEHAVIOURS			
Compassion:			
Recognising need in others and acting with positive intention to promote wellbeing and improve outcomes	E		✓
Aspiration:			
Working to high expectations, modelling the delivery of high-quality outcomes	E		✓
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	E		✓
Integrity:			
Acting always in the interests of children and young people	E		✓
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	E		✓
Communicating with transparency and respect, creating a working environment based on trust and honesty	E		✓
Collaboration:			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	E		✓

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