**FACULTY TEACHING AND LEARNING ASSISTANT**

**JOB DESCRIPTION**

**Hours of work:** 30 hours per week term time only. 8.30am – 4.45pm with 10 minutes extra on one day. An 8am start may be required on occasion to provide support elsewhere in the school (an earlier finish time will be arranged in these circumstances).

**Salary:** Scale H5

**Reports to:** Head of attached faculty, which may change year on year.

**Purpose of post:**

Supporting students (in class when supervising lessons, in small groups or individually, as required by Head of Faculty)

**Main duties and responsibilities:**

1. Responsibility for the supervision of classes in the absence of the subject teacher in the assigned faculty and also in other faculties as per the cover rota that is generated daily by the School Co-ordinator. This requires you to ensure that you access the cover list promptly each day.
2. To liaise with the appropriate staff about the work that has been set so that the requirements of it are fully understood. This applies to both the faculty to which you are attached or the faculty that you are covering in.
3. To ensure that work and information from lessons is returned to the appropriate teacher.
4. To give clear information and instructions relating to the work to be completed by the students, including motivating and encouraging when required, to aid the children learning as effectively as possible.
5. To ensure the good order and safety of the students both in lessons (whole class, in small groups or individually) and being supported outside lessons.
6. To know and implement the School’s Behaviour Policy.
7. To keep accurate attendance records of students in supervised lessons.
8. Assisting the Head of Faculty or others with administrative/technical tasks, as directed by the Head of Faculty.
9. Assist in any student support work, as directed by the Head of Faculty, inclusive of administrative paperwork and the deployment of resources (such as tablets; including the charging of them at the end of the day), and working with students in a variety of capacities to maximise their potential. Thereafter, to provide regular feedback to the Head of Faculty.
10. To attend all necessary meetings and, if these fall outside contracted hours, to take time in lieu at mutually agreed times. To take minutes of faculty meetings.
11. To assist with first aid in emergencies. Appropriate training will be given.
12. On occasion if required, to assist in the Main Office or Student Services, undertaking basic administrative tasks and reception duties.
13. Willing to undertake and make future use of any training which the school deems necessary or desirable, such as first aid training, asbestos training and working at heights training.
14. If you are bilingual or intermediate in another language, to be prepared to attend, occasionally and by prior arrangement, Parents’ Evenings to support in translating to parents, for which time off in lieu will be given.
15. To safeguard and promote the welfare of children.
16. To participate in professional development activities.
17. Any other duties appropriate to the grade as required by the Headteacher.

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# PERSON SPECIFICATION

**Essential:**

* A graduate, who has an interest in working with young people and believes that all children can succeed.
* Robust and caring disposition, with patience and empathy.
* Ability to explain things clearly.
* A natural motivator of people, but with clear boundaries and a firm but fair approach.
* To be confident in dealing with young people aged 11-18 years.
* Well organised and practical.
* Positive and caring disposition.
* Enthusiasm for and commitment to working in a co-educational, multicultural comprehensive school.
* Commitment to the ethos of the school, support for the aims and the policies of the school.
* Commitment to school and LA Equal Opportunities policy and practice.
* The ability to communicate clearly and accurately both orally and in writing.
* A flexible approach.
* A good level of English, ICT and Maths.
* Willingness to participate in training and other learning activities.
* Computer literate.
* The ability to work as a member of a team.
* Excellent attendance and punctuality.