

POST TITLE: Teaching Assistant	GRADE: 3 pt 5 to pt 6
RESPONSIBLE TO: Assistant Head/SENDCo	
DATE: October 2023	

Responsible for N/A

Key liaisons **Multi Academy Trust School staff and leadership teams**
Parents and students
Visitors
Governors
Contractors

Hours of Work 32.5 hours per week – Term Time Only
8.30am to 3.00pm Monday to Friday (30 minute unpaid lunchbreak per day)

Purpose of role

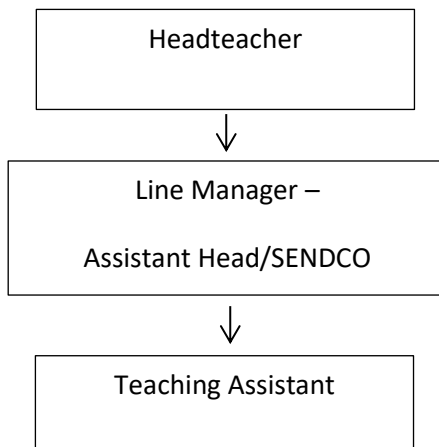
As a Teaching Assistant you will work with a team of support staff to provide essential 1:1 support or small group intervention for our most vulnerable young people. Our Teaching Assistants have energy and enthusiasm to build strong, positive relationships with students and support them through all aspects of school life.

Duties

- To work closely with a small team of professionals to provide 1:1/small group support for vulnerable students.
- To actively liaise with parents/carers and external agencies to ensure the successful provision for our most vulnerable students.
- Assist in the development, monitoring and evaluation of programmes of work.
- Assist teaching staff with the organisation of classroom equipment, school trips and promoting inclusion of students so that they are full members of the school community.
- To be actively involved with students for whom you are a key worker, ensuring and evidencing progress.
- To assist staff in delivering the curriculum to meet the educational, social and personal needs of the students for whom you are responsible.
- To have formal and informal meetings with teachers to contribute to planning lessons / activities to support students.
- To work under the SENDCo's direction.
- Write one page profiles, setting targets and tracking student's progress, using appropriate data.
- To carry out internal assessments to measure progress accurately.
- To be responsible for the delivery / supervision of work with small groups and/or individual students as directed by the subject teacher or SENDCo.
- To assist with the preparation of school visits and activities and the supervision of students on such visits and activities during the school day or outside the school day by prior agreement.
- To be a full and participating member of the mainstream school.
- To enable and encourage friendships between students.
- To provide supervision at break and lunchtimes, as required.
- To supervise students arriving and leaving school and liaising with transport personnel as required.
- To be a Keyworker to a number of students or an individual student on the SEND record.
- To assist in promoting effective home-school communications.
- To assist with the care, preparation and use of materials.

- To liaise with subject staff regarding student educational welfare.
- Ensure that any aids and adaptations available are being used for the maximum benefit of the student.
- To work within the school Health and Safety procedures.
- To participate in meetings with professionals/parents as required by the SENCO.
- To liaise with the external agencies as required. Keeping accurate notes and carry out actions as necessary.
- To use ICT effectively to enhance the student learning experience.

Structure



Data Protection and Safeguarding

- Work within the requirements of Data Protection at all times
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all students are protected from potential harm

General

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.
<https://www.gov.uk/government/collections/dbs-filtering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification - TEACHING ASSISTANT	Essential (E) or Desirable (D)
Education	
Sound level of secondary education inc. GCSE C or above in English and Maths or equivalent	E
Relevant Teaching Assistant qualification	D
Experience	
An understanding of Safeguarding and KCSIE	E
Willingness to successfully complete a range of training relevant to the post	E
Relevant experience working in the education sector	D
Relevant experience working with children with additional needs	D
Experience of SEND in a secondary school environment	D
Experience of working with children who have suffered from trauma	D
Behaviours	
Awareness and acceptance of the trust's Safeguarding and Equal Opportunities policies	E
Excellent communication both orally and in writing	E
Ability to remain calm and professional in challenging situations	E
Patient, friendly and polite approach	E
Energetic, enthusiastic and a positive attitude	E
Flexible approach to work	E
Skills	
Ability to carry out tasks given quickly and competently	E
Able to prioritise task and keep to deadlines	E
Good verbal communication skills	E
Good basic knowledge of IT – Able to use data to track student progress	E
Ability to work on your own initiative and as part of a team	E
An understanding of Behaviour Management issues	D
Able to work restoratively	D
Attributes	
Committed to the Futura Learning Partnership's aims	E
Committed to Equality and Diversity	E
Committed to own continuing professional development	E
Other	
Occasional work outside normal working hours - prior notice given	E
Good sense of humour	E