

## Job Description

This is a unique opportunity to establish and develop the job descriptions of each of the roles in the academy. Whilst every attempt has been made to reflect the tasks to be undertaken by each member of staff, it must be recognised that some tasks that will be required to be undertaken may not be listed here. Of paramount importance is the establishment of an exceptional academy for students, staff and our community of Wichelstowe, within the Diocese of Bristol Academies Trust (DBAT).

Introduction	
Name of post holder	
Post Title	TA
Post Purpose	To support the learning of students to enable them to achieve their full potential through in-class support, small group teaching and whole class support within the appropriate supervisory framework.
Why this post is important	You will be an exceptional supporter and facilitator of learning and will help establish the Deanery as an extraordinary school.
Line Manager	SENDCO.
Team	To be agreed.
Liaise with	Specific teaching staff as appropriate.
Working Time	37 hours per week term time only
Salary Grade	

Establishing an Exceptional School	
Your responsibilities include...	Where practice is excellent you might...
To complement teachers' delivery of the curriculum and contribute to the development of other support staff, students and school policies and strategies.	Use current research to inform best cutting-edge practice.
To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources.	
To provide support for students, the teacher and the school in order to raise standards of achievement for all students (e.g. SEND, EAL, GT, all underachieving groups), by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes, and to encourage students to become independent learners, to provide support for their welfare, and to support the inclusion of students in all aspects of school life.	

Maintaining Effective Programmes	
Your responsibilities include...	Where practice is excellent you might...
Contribute to planning and preparing lessons with teachers, participating in all stages of the planning cycle, including in-lesson planning, evaluating and adjusting lessons/work plans.	Take a lead in implementing outreach and sharing best practice strategies.
Contribute to the planning of opportunities for students to learn in out-of-school contexts in line with the school's policies and procedures.	
Provide detailed verbal and written feedback on lesson content, student responses to learning activities and student behaviour, to teachers and students	
Motivate and progress students' learning by using clearly structured, interesting teaching and learning activities.	
Support the teaching of literacy and numeracy, assist students to access the full curriculum. Be familiar with lesson plans, IEP targets and learning objectives and EHCPs.	
Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.	
Promote and support the inclusion of all student, including those with specific needs, both in learning activities and within the classroom.	
Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage students to interact and work co-operatively with others	
Organise and safely manage the appropriate learning environment and resources.	
Promote and reinforce students' self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance.	
Assist the class teacher in encouraging acceptance and integration of students with special needs, or from different cultures and/or with different first language.	
Support the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.	

With teachers, evaluate students' progress through a range of assessment activities.	
Assess students' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.	
Monitor students' participation and progress and provide constructive feedback to students in relation to their progress and achievement.	
Assist in maintaining and analysing records of students' progress.	
Contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific students.	
Support the teaching staff with reporting students' progress and achievements at parents' meetings which are usually held outside school hours.	
Assist teachers in offering mentoring support and guidance to other teaching assistants undertaking formal training.	
Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.	
Understand and implement school safeguarding procedures and comply with legal responsibilities.	
Provide support and assistance for student's pastoral needs, for example, dressing, caring for sick, injured or distressed students.	
Provide physical support and maintain personal equipment used by the students at the school. Administer medication as agreed.	
Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.	
Assist teachers by receiving instructions directly from professional or specialist support staff involved in the children's education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists, and physiotherapists.	

Accountability	
Your responsibilities include...	Where practice is excellent you might...
Attending relevant Staff Meetings and play an active and positive part in school life.	Anticipate in advance ways to develop aspects of the school's practice.
Being up to date with OFSTED and SIAMS framework and ready for inspection and support the preparation of the pre-opening OFSTED.	Regularly report progress and impact of activity to leadership team.
Maintaining detailed records and impact evaluations of all activities undertaken for school defined evaluation processes.	Use student and family feedback proactively to shape future developments.
Completing documentation as required to measure impact and the implementation of new policies which contribute to building an exceptional school.	Be a proactive leader and grower of practices that ensure excellent achievement in students.

Shaping the Future	
Your responsibilities include...	Where practice is excellent you might...
Taking an active role in growing the school and establishing it as an exceptional school locally and nationally.	Ensure that all school activities are sustainable and create opportunities for students and staff to flourish.
Establishing partnerships and develop these further to address local, national and the Church of England priorities.	Contribute to and support partner organisations in securing funding.
Contributing to the school self-evaluation process to identify areas for celebration and improvement.	Celebrate staff, student and family success locally and nationally by finding appropriate and sensitive means to do so.
Supporting local priority areas for development through partnership meetings.	Lead and coordinate improvement programmes at a local and regional level.
Keeping up to date and brief the Principal on relevant national developments.	Use personal or academic research to inform practice.

Negotiated Additional Responsibilities	
Your responsibilities include...	Where practice is excellent you might...
Being visible during lunchtimes and participate in dining together in the school agora in order to promote the family values that underpin the school.	Be proactive in developing activities to support vulnerable students at key times.
Being on a key part of the staff Duty team as negotiated.	Be proactive in supporting students or teachers who require encouragement or pre-emptive care.

### What sort of support can you expect?

- Regular meetings with the SENDCO
- Shared problem solving with other members of staff.
- Access to training locally within school, from the central DBAT team, from school staff at SMRT and locally at Universities if you choose to study there (release time will be granted for Higher degree courses where possible).

### Other Duties

The post holder is required to undertake such other duties appropriate to the salary and content of the work as may reasonably be required. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive. This job description should be read in conjunction with the School Teachers' Pay and Conditions Document 2018 and the Teachers' Standards (England) and Practising Teacher Standards (Wales) document. Please note that in consultation with the post holder, the Diocese of Bristol Academies Trust reserves the right to update this job description to reflect changes in, or to, this post.

### Data Protection

The post holder is responsible for ensuring that workplace responsibilities within the Academy are carried out in compliance with the requirements of the Data Protection Act 2018 and GDPR, and the Employment Practices Data Protection Code, especially concerning confidentiality, treatment of personal information and records management.

### Health, Safety and Wellbeing

With reference to all relevant advice and guidance, ensure compliance with Health and Safety legislation and manage the security, upkeep and improvement of the Academy buildings to ensure an effective and safe environment that promotes the welfare of children and staff. Ensure that all staff are aware of their responsibilities and procedures for the health, safety and wellbeing of staff, students and visitors to the Academy.

### Equality and Inclusion

The Diocese of Bristol Academies Trust believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. The Trust is committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation and to deliver and comply with its legal obligations detailed in the Equality Act 2010.

The post holder will take responsibility for behaving in ways that are consistent with fair and equitable treatment for all and take responsibility for their own learning and engagement with equality issues and actions and to consider the impact of their actions to ensure that they do not have a detrimental effect.

### Sustainability and Environment

The Diocese of Bristol Academies Trust is fully committed to sustainable development and environmental initiative. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of global, regional and local environmental issues. The Trust will support the Academy in continuously seeking to find ways to improve its environmental performance and will comply, as a minimum, with all relevant environmental legislation, regulations and codes of practice. All staff are required to support these aims.

### Right to Work

Existing British and European Law states that a person cannot be employed in this post if they do not have permission to live and work in the UK. Please advise if you require any guidance or further information on this.

### Disclosure Service Certification from the Disclosure and Barring Service

New members of staff will be required to apply for Disclosure Service certification as part of the School's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at: [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)

Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1075, applicants for teaching posts are among those who are not entitled to withhold information about any previous criminal conviction(s).

Signatures	
The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.	
This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.	
Signed..... (post holder)	Signed..... (Principal)
Dated .....	Dated .....