



Job Description

Job Title:	Teaching Assistant
Location:	Charles Warren Academy
Hours of work:	Full Time
Reports to:	Headteacher, SENCO

Purpose of the Role:

To provide an efficient and high quality support service to all students at Charles Warren Academy Academy.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big-hearted.

Responsibilities:

- To support the work within the provision, contribute to planning, development and decision making and undertaking related admin duties.
- Supervise pupils with SEND, ensuring their safety and ability to access learning activities and understand the information presented.
- Aid the execution of education plans suitable to each pupils' learning objectives.
- Build a trusting relationship with all pupils and communicate according to their understanding.
- Promote inclusion and acceptance, support diversity and ensure pupils have equal access to learning and development.
- Promote class interaction and ensure pupils engage throughout the lessons.
- Provide opportunities for developing independence.
- Create a purposeful, orderly and supportive environment.
- Assist with the display of pupils' work and the planning of learning activities.
- Undertake administrative tasks as needed.
- Assist pupils with practical activities using a variety of teaching aids.
- Under the guidance of teaching staff, provide feedback to pupils, parents and carers about their progress, achievements and any problems that may have arisen.
- Promote good behaviour and encourage pupils to take accountability for their actions.
- Prepare, maintain and use learning resources and assist pupils to use them.



- Follow child protection, health, safety, security, confidentiality and data protection policies and procedures, reporting any concerns to the appropriate person.
- Monitor and record student activities as appropriate writing records and reports as required
- To attend to pupils' personal needs including help with social, welfare, physical and health matters
- Work with professionals such as speech and language therapist

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.



Safeguarding

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.



Person Specification

Job Title: Teaching Assistant

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications & Experience	Specific qualifications & experience	<ul style="list-style-type: none"> • Successful experience working with children in a school/early years environment • NVQ 3+ (willing to work towards in 12 months of securing post) • Level 2/ GCSE grade C+ equivalent in English • Level 2/ GCSE grade C+ equivalent in Maths • Good working knowledge of basic ICT to support learning 	<ul style="list-style-type: none"> • Successful completion of training to support children with SEND particularly Autism or social communication difficulties • Basic knowledge of First Aid
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> • Understand and implement the school's behaviour management policy. Have a positive approach to behaviour management • Understanding of the school curriculum • Ability to assess progress and performance of children • Understand and support the importance of physical 	<ul style="list-style-type: none"> • Have some knowledge of learning difficulties and a variety of strategies to support children • Knowledge of literacy/ numeracy frameworks/ Foundation Stage Curriculum and Phonics Programmes



		and emotional wellbeing	
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none">• Ability to maintain intervention records• N/A	
	Forward and strategic planning	<ul style="list-style-type: none">• To be able to work from teacher plans and follow reasonable directions with regards to moving learning on• To be able to track children information and inform all parties	<ul style="list-style-type: none">• Ability to use clear language to communicate information unambiguously
	Budget (size and responsibilities)	<ul style="list-style-type: none">• N/A	
	Abilities	<ul style="list-style-type: none">• Good organisational skills• Ability to remain calm under pressure• Ability to support the work of children and move their learning on• Ability to manage own time effectively• Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults• Ability to work effectively with a range of adults• Know when, how and with whom to share information	



		<ul style="list-style-type: none">• Ability to evaluate own performance	
Personal Characteristics	Behaviours	<ul style="list-style-type: none">• To take up CPD opportunities• Is motivated and energised• Eager to develop and learn from others• Behaves calmly and professionally when under pressure• Listens to constructive feedback and reacts appropriately• Treats others with respect and dignity	
Special Requirements		<ul style="list-style-type: none">• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check• Right to work in the UK• Evidence of a commitment to promoting the welfare and safeguarding of children and young people	<ul style="list-style-type: none">• Ability to travel as required