



The Petchey Academy
Inspiring & supporting every child

Job Description

Please note that this job description is a draft. Changes can be expected in the light of further development within The Academy and the appointee's strengths and experience taken within a review of the roles of senior staff.

Post:	Teaching Assistant
Salary:	Circa £17K (Dependent on experience and Qualification)
Status:	Term Time only
Responsible to:	SENCO and Learning Centre Lead

Purpose and objective of post

To assist in the support of pupils to remove barriers to learning. Students may have learning, emotional or social difficulties and you will help them to access the curriculum as fully as possible.

Receives specific instructions from

AVP with responsibility for Renaissance /Special Educational Needs Co-ordinator/Class teacher/Subject and Learning Centre Leads.

MAIN DUTIES & RESPONSIBILITIES

Supporting Pupils

- Differentiate resources for students with SEN
- Monitor progress and keep records of support and impact of support in class
- Work with groups or 1:1 to support progress
- Supervise and provide support for all pupils, ensuring their safety and access to learning activities.
- Establish supportive and constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote pupil's confidence, self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Develop an understanding of the educational needs of the pupil involved
- Assist pupils to learn as effectively as possible in class, group and in individual situations.
- Encourage the integration of the pupils in the class
- Help keep pupils on task and help build their motivation.
- Support students to engage fully with the expectations of family service including social skills and table manners (one hour per day)
- Mark students work for literacy errors

Supporting the SEN Co-ordinator/Subject Teacher

- To assist in the development, implementation and review of the Individual Health and Learning Plans (ILHPs) for pupils and work materials.

- To monitor and record pupil's progress.
- To act as an Academic Tutor, being responsible for monitoring the academic progress and emotional well-being of a small group of students through daily seminar.
- To contribute to the evaluation of support programmes by providing regular feedback about pupils to the teacher.
- To contribute, where appropriate, to statutory reviews of a pupil's Education and Health Care Plan.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of teaching and learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress, as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.

Supporting the School

- To liaise, advise and consult with other members of the team supporting the pupils when asked to do so.
- To attend relevant in-service training (TALD)
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist daily with the supervision of pupils out of lesson times (before and after School) including during lunch; assisting with Family Service.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Any other tasks as directed by the Principal which are consistent with the aims of the post.
- In addition to the above, some TAs will be required to support pupils with particular duties relating to their physical needs.
- Staff with experience and additional training may be required to teach small groups of students or deliver specific interventions.

OUR COMMITMENT TO SAFEGUARDING

The Petchey Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check.

A Section 128 check will be carried out on individuals applying for any role that retains or has been delegated any management responsibilities under the terms of a direction made by the Secretary of State for Education.

OUR COMMITMENT TO EQUALITY

The Petchey Academy is committed to promoting equality for all students and employees.

Every individual will be treated with courtesy and respect and their contribution to the learning process will be valued.



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Person Specification: Teacher Assistant

Summary essential skills and personal qualities

Knowledge and Experience

- Educated to GCSE level as a minimum with strong evidence of continuous self-development and updated knowledge.
- Excellent verbal and written communication skills
- Ability to monitor, assesses, and record of pupils' progress.
- An understanding of the demands of an education/school environment is desirable.
- An understanding of the principles of customer care and experience in a customer facing role.
- Ability to Safeguard and promote the welfare of children and young people
- Appreciates the significance of safeguarding and interprets this accurately for all individual children and young people whatever their life circumstances
- Has a good understanding of the safeguarding agenda
- Can demonstrate an ability to contribute towards a safe environment
- Shows a personal commitment to safeguarding

Personal Qualities, Skills and Abilities

- Able to work calmly and effectively with challenging young people
- Computer literate, able to use IT based administrative systems.
- Ability to communicate 'cross phase' and within the community is an important feature
- Able to appreciate the customer's point of view and respond appropriately.
- Excellent interpersonal and communication skills
- Diplomatic
- Flexible, adaptable, results orientated and able to prioritise, resilient under pressure.
- Able to work under their own initiative
- Organised
- Able to work with personnel from all levels
- Enthusiasm for and commitment to the achievement of the Academy's overall vision.
- Awareness of and commitment to diversity and inclusion. Demonstrates respect for people, regardless of ethnic origin, gender or disability.

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