

# Lincroft Academy

## Job Description

### Teaching Assistant



<b>Job Title</b>	Teaching Assistant
<b>Responsible to</b>	Principal, SENDCo, HLTA's and Classroom Teacher
<b>Pay Grade</b>	CMAT Grade 5
<b>Hours</b>	32.5 hours, term time only plus 5 CPD days

<b>Job Purpose</b>
Under the direction of teaching staff line manager, to assist with the care of individual or groups of students, to support their learning and development and ensure their safety.
<b>Main duties and responsibilities</b>
<p><b>Support for Students</b></p> <ul style="list-style-type: none"> <li>To attend to the educational, personal and social needs of students and any other requirements depending on the student's special needs and, wherever possible, make these part of the learning experience (this may include toileting, other hygiene needs, help with dressing and/or assisting with feeding if necessary).</li> <li>Under agreed school procedures, to give first aid/medicine where necessary; assist with programmes of special care such as physiotherapy, hydrotherapy or speech therapy under the direction of the appropriate specialist.</li> <li>To promote and support the inclusion of all students in the learning activities in which they are involved.</li> <li>Whilst there may be a specific requirement to support a named student or students with a Statement of Special Educational Needs, support to other students may also be required, at the direction of the Principal.</li> <li>To assist with preparation for school visits and the supervision of students on such visits, as directed by the teacher.</li> </ul> <p><b>Support for Teachers</b></p> <ul style="list-style-type: none"> <li>To assist in the efficient preparation, maintenance and use of classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient use of school resources (this may include photocopying, arranging displays of work etc).</li> <li>To assist teachers with educational activities in the classroom to support students' learning and development.</li> <li>To work with individuals and groups to support expectations of acceptable personal and social behaviour and on basic tasks help to make these part of the learning experience.</li> <li>To assist with record-keeping on students as required, including information on student progress.</li> <li>To assist the class teacher in delivering IEPs, as necessary.</li> </ul>

### **Support for the school**

- To work effectively with colleagues as part of a team; at all times working within the school's policies and procedures.
- To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the Principal/line manager.
- To attend staff meetings, participate in performance management arrangements and undertake training and development activities.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.*

**September 2021**

*Lincroft Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.*

# Person Specification

## Teaching Assistant



*Person Specification: The following areas of assessment should be addressed when considering your application. They will be assessed as follows: Interview, Letter of Application and References. Please consider this carefully when completing your application form and the accompanying letter of application.*

Qualifications	Essential	Desirable
	<ul style="list-style-type: none"> <li>Educated to GCSE level or equivalent.</li> <li>Basic standard of numeracy and literacy.</li> </ul>	<ul style="list-style-type: none"> <li>NVQ Level 2 in relevant subject.</li> </ul>
Experience		
	<ul style="list-style-type: none"> <li>Previous experience of working with children (including raising own children or other unpaid activity).</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in an educational setting.</li> </ul>
Skills/knowledge		
	<ul style="list-style-type: none"> <li>Willingness to acquire basic IT skills</li> <li>Ability to work collaboratively with others.</li> <li>Understanding the needs of children in an educational setting.</li> </ul>	<ul style="list-style-type: none"> <li>Ability in the use of IT in a classroom setting.</li> <li>Basic IT Skills.</li> </ul>
Motivation		
	<ul style="list-style-type: none"> <li>Willingness to be flexible.</li> <li>Willingness to undertake appropriate training.</li> <li>Commitment to equality principles.</li> </ul>	
Physical		
	<ul style="list-style-type: none"> <li>Ability to meet the physical needs of the students.</li> </ul>	
Other Factors		
	<ul style="list-style-type: none"> <li>Willingness to acquire First Aid qualification.</li> </ul>	<ul style="list-style-type: none"> <li>Current First Aid qualification</li> </ul>

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