

Job Description

- Job Title:** Teaching Assistant
- Salary:** Grade 5 (dependent on experience)
- Hours:** 37 hours per week, term time only
- Contract:** Permanent

Purpose of the post

To carry out a range of learning development, pupil welfare and administrative tasks to support students and teaching staff in the following key areas of operation in the Academy and within the community. Responsible for the management and development of a specialist area within the school and leading the support of this area alongside other members of the team.

Main duties and responsibilities

- To establish a supportive relationship with students and their parents and to promote and reinforce the child's self-esteem whilst promoting independent learning
- To develop strategies to be deployed for the benefit of students and to plan and deliver lessons for individuals and groups of students
- To monitor the impact on pupil progress of teaching strategies used and to identify ways of developing your own assist skills and self-reflection
- To keep relevant teaching staff, the SENCo and Parent Support Adviser fully informed of any issues
- To provide support and care throughout the school day when required
- To support the development of strategies and resources to be deployed for the benefit of assigned students and to work alongside the SEND team
- To attend meetings, conferences and courses to gather and share information essential for the efficient operation of pupil support and development within the school
- To be aware of confidential issues linked to pupils, their homes, teachers and school work and to keep confidence as appropriate
- When necessary to assist in a professional manner the running of lessons to ensure that all staff are well informed and all children are given opportunity to make maximum progress
- Chasing up those that don't attend or unable to attend due to mental health, input data and informing relevant team members
- Using cognitive strategies to gain trust and encourage them to engage and repeat where there are set backs
- Responsible for the management and development of a specialist area within the school e.g. Special Needs, ASD – and leading the support of this area alongside other members of the team
- Contacting parents/carers regularly

- Deal with and supervise students who have very challenging behavior
- Work closely with the SENCo to implement and improve the support available for assigned students, be proactive in leading specific areas of strategies and resource
- If required work in the community or at home with individuals (KS3 & KS4)
- To run an after school club.

Additional:

- All staff have a responsibility for providing and safeguarding the welfare of children and young people they are responsible for or come into contact with.
- The contents and allocation of particular responsibilities/duties may be amended after consultation from time to time as part of a broader structural review.
- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- Diverse Academies promotes the employment of disabled people and will make any adjustments considered reasonable to the above duties.
- All employment requirements, rights and benefits comply with DAT (Diverse Academies Trust).



Person Specification

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Qualifications			
NVQ 3 for Teaching Assistant qualification, or equivalent work experience	✓		Application form
HLTA qualification		✓	
Good numerical and literacy skills to GCSE standard or equivalent	✓		
Experience, knowledge and understanding			
Relevant and recent experience of working with young people	✓		Application form / Interview / References
Experience of working with young people with special educational needs and/or disabilities		✓	
A thorough and practical understanding of issues related to improving students' progress and ensuring equality of opportunity both in and out of the classroom	✓		
Experience and confidence to lead specific areas of support to enable assigned students to access and benefit from a range of relevant resources	✓		
Ability to work alongside the SENCo and other team members to support and influence the strategies used to benefit pupils	✓		
Experience of supporting young people with improving literacy and numeracy skills as well as development social skills	✓		
Good numeracy and literacy skills	✓		
Confident using technology	✓		
Adaptable	✓		

Ability to communicate effectively, orally and in writing, with students and colleagues	✓		
Personal attributes and qualities			
Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these	✓		Interview
Ability to relate well to children and adults	✓		
Display commitment to protection and safeguarding of children and young people	✓		
Respectful and fair	✓		
Other			
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		Pre-employment checks
Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that the Trusts Occupational Health provider can ascertain their medical fitness for the post	✓		