

Teaching Assistant

Job description and person specification

Job description

Post title: Teaching Assistant
Salary: Grade 3
Position: 37 hours, term time only

Diverse Academies is a multi-academy trust with a vision to inspire, to raise aspirations and to create brighter tomorrows. Across primary, secondary and special settings, we share a common mission to nurture curiosity, develop wellbeing and empower children and young people to go beyond their aspirations. Together, we believe we can make a difference in our diverse communities, and in the lives of those who learn with us and work with us.

We empower. We respect. We care.

Purpose of the post

To work with the SENDCo and teaching staff to support the holistic development of pupils, providing specialist support to the teacher in any aspect of the curriculum.

Main duties and responsibilities

- Pastorally supporting the holistic development of pupils
- Thorough and deep knowledge of all SEN students in school and supporting teachers within the classroom
- Supervising and providing particular support for pupils, ensuring barriers to learning are removed and ensuring their safety and access to learning activities
- Planning and providing practical assistance in relation to identified physical needs
- Assisting with the development and implementation of the assess, plan, do and review process and Personal Care programmes
- Establishing a supportive relationship with pupils and interacting with them according to individual needs
- Promoting the inclusion and acceptance of all pupils
- Helping the teacher to create and maintain a purposeful, orderly and supportive learning environment, in accordance with lesson plans and assisting with the display of pupils' work
- Using strategies, in liaison with the teacher, to support pupils to achieve learning goals and remove barriers to learning
- Assisting with the planning of learning activities
- Monitoring pupils' responses to learning activities and accurately recording achievements/progress as directed
- Providing detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
- Modelling good behaviour, promoting restorative practice.
- Establishing professional relationships with parents/carers
- Supporting teaching staff in the carrying out of home visits
- Supporting, assessing and invigilating exams
- Assisting the teaching staff in the smooth transition between educational phases

- Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, recording achievement and progress and feeding back to the teacher
- Supporting the use of ICT in learning activities and to develop pupils' competence and independence in its use
- Supporting the use of equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
- Assisting with the supervision of pupils out of lesson times, at break times and at lunchtimes
- Supporting Extra Curricular Activities under the supervision of a teacher or trip leader
- Willing to undertake continuous professional development

Additional

- We all have a responsibility for providing and safeguarding the welfare of children and young people we are responsible for or come into contact with.
- Collectively, we share and co-develop best practice for the benefit of all our academies.
- We promote the employment of people with disabilities and will make any adjustments considered reasonable to the above duties.
- You will have the opportunity to access the very best professional development and therefore may be required to attend, from time to time, training courses, conferences, seminars or other meetings.
- This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.
- We empower our colleagues to enable our students and pupils to meet the highest possible standards, and we recognise that all our staff have a role in improving student outcomes.
- The contents and allocation of particular responsibilities and duties may be amended after consultation from time to time as part of a broader structural review.
- We have an established framework of core principles and practice to which all our academies subscribe, which are developed and agreed on in collaboration.
- It is a condition of your employment you are expected to adhere to our policies, procedures and guidelines.

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			
GCSE English and maths at C (or above) Grade (or equivalent)	✓		Application form
Relevant information, communication and technology qualification e.g. ECDL etc.		✓	
NVQ level 2 standard or equivalent together with a knowledge of child protection/procedures		✓	
NVQ level 3 for Teaching Assistants or equivalent qualification or experience together with a working knowledge of national curriculum and other relevant learning programmes/strategies.		✓	
Experience, knowledge and understanding			
Relevant and recent experience of working with young people	✓		Application form
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		✓	Interview
Experience of supporting young people with improving literacy and numeracy skills as well as development social skills.		✓	Portfolio of work
Good numeracy and literacy skills	✓		References
Confident using technology	✓		
Commitment to the safeguarding and welfare of all students and providing equality of opportunity	✓		
Personal attributes, qualities and leadership skills			
Good interpersonal and communication skills	✓		Application
Able to work constructively as part of a team and as an individual	✓		
Flexibility, empathy and patience	✓		Interview
Able to forge positive relationships with young people	✓		
Good planning and organisational skills with the ability to manage conflicting demands and meet deadlines	✓		Portfolio of work
Friendly and approachable	✓		References
Ability to communicate effectively, orally and in writing with pupils and teachers	✓		
Ability to be self-motivated and work from own initiative	✓		
Shows commitment to a supportive, coaching culture	✓		
Committed to ongoing personal and professional development	✓		
Other			
Able to work flexibly including some travel across the geographic coverage of the Trust		✓	Interview
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		

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	✓		Pre-employment checks
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