

Job Description

POST TITLE: TEACHING ASSISTANT – LEVEL 1

GRADE: GRADE 5, Points 5 -7

RESPONSIBLE TO: Head Teacher/SENCo

JOB PURPOSE

To work with students within the Academy as part of a team under the direction of the line manager/Class Teacher in order to:

- Improve the quality of learning and foster the participation of students in the social and academic processes of the Academy;
- Seek to enable students to become more independent learners;
- Help raise the standards of achievement for all students.
- Work under close supervision of the Class Teacher to ensure that all learning activities can be closely monitored. It is expected that all learning activities will be planned by the Class Teacher and delivered with the support of the post holder.

GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Extremism & Radicalisation Policy
 - Health, Safety and Security Policy & Guidance
 - Keeping Children Safe in Education (Part 1) Guidance
 - Safeguarding Policy and Training Slides
 - Whistleblowing Policy
 - IT Pack including Acceptable Use Statement
 - Health, Wellbeing and Benefits Policy
 - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

SPECIFIC RESPONSIBILITIES

SUPPORT FOR THE STUDENTS

- Support and direct activities with either individuals or groups of students to ensure their safety and facilitate their physical, emotional and cognitive development.
- Help with care, personal hygiene and medical needs of students.
- Contribute to the health and well-being of students.
- Promote and reinforce the students' self-esteem and independence.
- Establish and maintain good working relationships with individual students and groups.
- Encourage acceptance and inclusion for all students.
- To support groups of students as directed during formal, public or internal Academy Assessments.
- To assist students on educational visits, residential trips, transition, off site placements and recreational activities as appropriate.
- By following advice and guidance around individual needs, develop an understanding of the specific needs of the students within the Academy community.
- To liaise effectively with Class Teachers/ parents/ carers as appropriate.
- Promote and reinforce the students' self-esteem and independence.

SUPPORT THE TEACHER

- Create appropriate resources reflecting the various needs of students in lessons.
- Support student/s across the class as agreed by the Class Teacher.
- Support with the collection of data for targeted students.
- To implement learning programmes as directed by the Class Teacher – with individuals and groups.
- To monitor individual students and groups of students needs and provide feedback to the Class Teacher.
- Support the management of student behaviour under the direction of the Class Teacher.

SUPPORT FOR THE ACADEMY

- To assist in designing and maintaining an effective learning environment.
- Maintain effective working relationships with colleagues and parents.
- Maintain and safeguard the confidential nature of student/ Class Teacher/ home issues.
- Contribute to the maintenance of student safety and security, including break and lunch time duties.
- Attend meetings as appropriate.
- Willingness to keep up to date with professional practice by maintaining an up-to-date understanding of the requirements of the role and individual responsibilities.

SUPPORT FOR THE CURRICULUM

- Support the teaching in delivering literacy and numeracy tasks to improve access across the curriculum in a planned manner
- Co-ordinate and organise students attending extra-curricular activities.
- Support the teaching in delivering learning activities including enrichment activities during and after the school day.
- Support the use and development of ICT within the classroom.
- Assist the Class Teacher in the development and delivery of individual/small group intervention sessions under the direction of the Senior TA/Class Teachers/Subject leader.
- To liaise with and report to, as necessary, during visits by external support agencies who might be involved in the support of key areas of the curriculum.
- To assess, record and report back on student achievement through Academy assessment procedures.

STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

DRESS CODE

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code. However due to the nature of this role smart practical clothes can be worn.

PERSON SPECIFICATION – LEVEL 1 TEACHING ASSISTANT		
	ESSENTIAL	DESIRABLE
EDUCATION & TRAINING		
Further or Higher Education	*	
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training.	*	
EXPERIENCE		
Previous experience of working within an educational setting		*
Ability to use resources and materials including ICT software and equipment	*	
Experience of working with children with special educational needs	*	
Working knowledge or be willing to build knowledge of safeguarding procedures, behaviour management practices, health and safety legislation for working with students and other regulatory body's legislation and policy relating to education		*
PROFESSIONAL SKILLS		
Excellent written and oral communication skills	*	
Excellent organisational and administrative skills	*	
Ability to establish positive relationships with students, families and colleagues	*	
Ability to provide support for planning and delivery of learning activities.	*	
Ability to organise classroom resources and assist with the maintenance of pupil records.	*	
Willingness to identify and develop own IT skills	*	
PERSONAL QUALITIES		
Confidence and independence to work using own initiative	*	
Assertive, enthusiastic, motivated and committed	*	
Ability to work as part of a team understanding Trust and Academy roles and responsibilities and your own position within these.	*	
Good time management skills	*	
Willingness to keep self-up to date with pertinent information and local initiatives, respond to feedback and pass on knowledge and good practice on to others.	*	
Builds and maintains effective relationships with colleagues and stakeholders in a fair and equitable manner	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian framework of the Academy	*	
Tact, sensitivity, integrity, good judgement, and a sense of humour.	*	
Suitability to work with children. Enhanced DBS check to be undertaken on appointment	*	