Durrington High School
Teaching Assistant – Learning
JOB DESCRIPTION

What is the purpose of the job?

- Be able to implement and uphold school rules and ethos; being an excellent role model for students and providing a high quality service for the school
- To be responsible for safeguarding and prioritising the welfare of children
- Ensure that students are active participants in their learning and achieve outstanding outcomes
- Make a positive contribution to student well-being, staff teams and school life
- Be committed to your own professional development and actively seek out opportunities to expand your role specific knowledge

What are the job particulars?

- DMAT Grade 4 scp 5 actual salary £15,085 – 32.5 hours per week term time 8.30am – 3.30pm Monday to Friday plus training days and major school events i.e. Open Evening and Sports Day.
- Accountable to your line manager and ultimately to the Trust. The Trust may, from time to time, ask the post-holder to perform additional reasonable activities and responsibilities appropriate for someone at this level.
- There may be opportunities/occasions where you will be working with other schools within the Trust

Activities – what do you have you have to do?

- Support students' to make outstanding progress
- Foster the inclusion of students in school life
- Work collaboratively with staff in a range of school based teams
- Develop positive working relationships with parents in order to promote progress

- Prepare and share differentiated materials as requested/on initiative to support and secure the learning and progress of students.
- Reinforce and promote student targets and have an understanding of what is required of the student(s) to achieve each target.
- Contribute to the health, safety and well-being of students
- Complete records/reports as required using ICT
- Liaise with staff in relation to student well-being and progress
- Support and enforce all school policies
- Implement any special examination arrangements as directed
- Be involved with the school mentoring programme as required
- Attend professional development sessions as recommended by the SENCO or other senior staff

Person Specification

Attributes	Essential	Desirable	How identified
Physical and sensory	Ability to work under pressure and manage time effectively Demonstrate robustness and resilience		Evidence will be taken from your application, interview and references
Qualifications/ knowledge	Good knowledge of English and Mathematics educated to C and above at GCSE level or equivalent. 'A minimum of 2 A levels or equivalent. Working knowledge of Basic computer programs (Word, Excel).	Knowledge of the National Curriculum and GCSE specifications. Educated to degree level IT qualifications	Evidence will be taken from your application, interview and references
Experience	Having worked with young people of school age.	Experience of working within a school/education setting.	References
Training	Willing to undertake professional development and share your learning with colleagues.	If you do not have a valid first aid certificate, training will be provided. It is an expectation.	Evidence will be taken from your application, interview and references
Circumstances – personal	Proven willingness and capacity for hard work. A personality to merit the respect of students and to encourage them.		Interview Application References
Skills and qualities	The ability to develop learning resources to enable students with specific learning needs to access course content and achieve their personal best. Highly motivated, clear thinking and principled Committed to equality of opportunity Able to manage time effectively. The ability to effectively engage young people.	An understanding of student learning needs, how to question students to assess knowledge and progress.	Interview Lesson Tasks References