

Batley Multi Academy Trust - Job Description

Trust/School Post:	Upper Batley High School
Department:	SEN
Post:	Educational Teaching Assistant
Grade:	6
Accountable to:	SENDCo
Responsible for:	N/A
Purpose of Job	
<p>To work closely with individual learners or small groups to provide specific support to meet their individual learning needs. There is a requirement to work across both the Upper Batley High School site and our alternate provision, SMART Academy.</p>	
Responsibilities	
<ul style="list-style-type: none"> ● Support teachers in lessons/intervention sessions with individual learners or small groups to help them understand the content of the lesson. ● Provide day to day support to learners in terms of their attainment, behaviour and wellbeing regardless of their starting point or background. ● Work closely with other staff such as Year Leaders and Teachers to ensure that learners are appropriately supported. ● Liaise with parents/carers where necessary. ● Attend meetings with departments and/or the SEND team. ● Assist teachers in the planning cycle and the management/preparation of resources. ● To provide basic clerical duties where required e.g. photocopying, filing, displays for departments where required. <p>Additional Information</p> <ul style="list-style-type: none"> ● Undertake any such duties commensurate with the post as directed by the Headteacher/Line Manager. ● As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding. ● A good knowledge and understanding of the Data Protection Act 2018 and a willingness and commitment to ensure compliance of this and any associated data-related legislation. ● Develop and maintain an awareness of mental health issues affecting both colleagues and students/learners and in act in a supportive way that helps others and enables them to be open about any issues affecting them. 	

Batley Multi Academy Trust - Employee Specification

Post: Educational Teaching Assistant	Grade: 6
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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

Qualifications, Skills, Experience	Essential/ Desirable	Method of assessment
Education to A Level standard (or equivalent).	Essential	Certificates
NVQ L3 for Teaching Assistants (or equivalent qualifications) or experience.	Essential	Certificates
Experience of working with children/young people.	Essential	Application Form/ Selection Process
Experience of assisting classroom teachers in delivering the curriculum and supporting learning in a school setting.	Essential	Application Form/ Selection Process
An understanding of child development and learning.	Essential	Application Form/ Selection Process

Performance Attributes <i>Please note, all the following criteria are essential</i>	Method of assessment
Good literacy and numeracy skills.	Application Form/ Selection Process
Effectively communicates and exchanges orally or in writing.	Application Form/ Selection Process
Works cooperatively as part of a team, taking responsibility for Activities.	Application Form/ Selection Process
Takes a flexible approach to changing priorities or unexpected situations.	Application Form/ Selection Process
Recognises the importance of continued professional development.	Application Form/ Selection Process
Works with integrity and professionalism.	Application Form/ Selection Process