

Job Description

Post Title: Teaching Assistant/Cover
Salary: Grade 5
Location: Kelvin Hall

Organisational: Reporting to: Teaching Staff/ SENCo and SLT

Purpose of Role

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision, supported by direction from teaching staff/SENCO/SEN Leadership Team in line with school policies and guidance. This may involve; preparing and delivering learning activities for:

- Individuals
- Groups
- Whole classes short term, covering lessons for absent teachers on a reasonable and as needed basis.

It may involve monitoring pupils; assessing, recording and reporting on pupils' achievement, progress and development. It may also require the need to act as a Form Tutor, where appropriate, in particular, supporting Literacy and Numeracy development activities for the specific groups.

Key Responsibilities

1. To promote the inclusion and acceptance of all pupils within the classroom.
2. To establish productive working relationships with pupils, acting as a role model and setting high expectations.
3. To work alongside the SENCO and the SEN Leadership Team to contribute towards the development and implementation of relevant pupil plans.
4. To support pupils consistently whilst recognising and responding to their individual needs, preparing and delivering relevant educational support programmes.
5. To encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
6. To promote independence and employ strategies to recognise and reward achievement of self-reliance in our pupils.
7. To act as a Form Tutor, where appropriate, setting, maintaining and upholding school standards of punctuality, behaviour, uniform and other relevant areas, applying all school policies consistently.
8. To ensure tutor time is well organised, enabling constructive activities to take place including; group discussion and positive group interactions; Literacy programme; Numeracy programme and monitor pupils' progress across all subjects.
9. To cover lessons in the absence of a teaching member of staff for short term absences, delivering pre- planned work in accordance with the teachers instructions.
10. Any duties of a similar nature as directed by the Deputy Headteacher/ Assistant Headteacher and SENCO.
11. To assist with the supervision of pupils out of lesson times, including before, after school, and at lunchtimes.
12. To support the whole school behaviour policy to create a positive climate for learning.
13. To provide welfare support for pupils within the SEN base including those students with vulnerable needs.
14. To work flexibly in the interests of the school as required.
15. To participate in school support staff professional development and undertake staff development activities as appropriate, attending any relevant training and/or meetings.
16. To work in a professional manner with integrity, maintaining student and staff confidentiality.
17. To comply with the school policies and codes of practice in relation to Health and Safety, Equality and Diversity.
18. Any other duties of a similar nature and level of responsibility as requested by the SENCO Senior Leadership Team or Headteacher.

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibility for Staff:	None
Responsibility for Customers/Clients:	Responsible for supporting the learning and welfare of students
Responsibility for Budgets/Financial resources:	None
Responsibility for Physical Resources:	None

Personal Specification

		E	D	How Identified
Qualifications	GCSE in English & Maths at Grade C/ 4 or above	✓		AF, QC
	A continued commitment to CPD	✓		AF, I, QC
	Qualified to Level 3 in a relevant subject		✓	
Relevant Experience	Working with young people both in small and Larger groups.		✓	AF, I, R
	Working in a school environment or similar.		✓	
Knowledge	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I, R
	The post holder should have basic knowledge of ICT and its applications	✓		AF, I
	Knowledge of relevant policies and awareness of relevant Legislation eg Child Protection	✓		AF, I
Skills (including thinking challenge/ mental demands)	Motivation to work with children and young people	✓		AF, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	✓		
	The ability to work independently and use their initiative	✓		
	Awareness of the importance of confidentiality	✓		
Interpersonal/ Communication Skills: Verbal Skills	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people.	✓		AF, I
	Good communication skills	✓		
Written Skills	The post holder should have a good standard of literacy and numeracy.	✓		AF, R, I
Other:	Have respect for the school's ethos and the ability to project a positive, professional image for the school.	✓		I
Disclosure & Barring Service:	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		AF(after short listing)