

## Job Description

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**Post:** Teaching Assistant

**Accountable to:** HLTA, FOL Leadership Team, Subject Leaders

**Grade/Range:** Local Government Pay Scale, Inner London

**Working Pattern:** 35 Hours, Term time only (39 weeks)

**Location:** Hackney

**Disclosure level:** Enhanced

**Responsible for:** Assisting students with educational needs

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### Main Purpose

- To assist in the support of students with educational needs to enable them to access the curriculum as fully as possible.
- Receive specific instructions from the FOL Leadership Team, HLTA, Subject Leaders and/or subject teachers.

### **Key Accountabilities**

The duties outlined in this job description are in addition to those covered by the Local Government Terms and Conditions Document. It may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title

### **Supporting students**

- To develop an understanding of the educational needs student.
- To assist students to learn as effectively as possible in class, group and individual situations.
- To establish a professional and supportive relationship with students which facilitates their progress.
- To encourage the integration of students with educational needs into classes.
- To help promote and reinforce students' confidence and self-esteem.
- To help keep students on task and build motivation.

### **Supporting the Head of Learning**

- To assist in the development, implementation and review of Student Learning Plans (SLPs) for students, and work materials.
- To monitor and record student progress.
- To be a Personal Adviser, being responsible for monitoring the academic progress and emotional wellbeing of a small group of students.
- To contribute to the evaluation of support programmes by providing regular feedback about students to the teacher.
- To contribute, where appropriate, to statutory reviews of students' statements.

### **Supporting the academy**

- To liaise, advise and consult with other members of the team supporting students.
- To be aware of policies and procedures including those relating to confidentiality.
- Any other task as directed by the Principal which are consistent with the aims of the post.
- In addition to the above, some Teaching Assistants will be required to support students with particular

duties relating to their physical needs.

### **Additional Responsibilities**

- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the academy.
- Attend team and staff meetings.
- Attend and participate in open evenings.
- Uphold the academy's behaviour code and uniform regulations.
- Be responsible for ensuring subject knowledge is developed and participate in staff training and development.

### **Key Organisational Objectives**

The postholder will contribute to the academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed.
- The academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the school's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Adopting Customer Care and Quality initiatives.
- Fulfilling the role of Student Personal Adviser and/or mentor if required.
- Contributing to the maintenance of a caring and stimulating environment for young people.

### **Conditions of Service**

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

#### Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

### **Equal Opportunities**

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

### **Safeguarding Children**

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

**English Duty**

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Date of issue: .....

Signature of postholder: .....

Person Specification

**Our Values and Vision**

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London schools and academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'.

**Our Staff**

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

**Equal Opportunities**

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

	Essential	Desirable
<b>Qualifications</b>		
Educated to degree level or equivalent	✓	
Subject Specialism – Business Studies / IT		✓
<b>Experience, Skills and Knowledge</b>		
Experience of using Microsoft Office Suite	✓	
Ability to use ICT to raise achievement	✓	
Provide high-quality assistance to pupils with educational needs	✓	
Collaborative teaching methods and working with colleagues in the preparation, assessment and monitoring work	✓	
Ability to provide high-quality outcomes	✓	
Demonstrable experience of improving student outcomes	✓	
<b>Personal Qualities</b>		
Well organised	✓	
Well presented	✓	
Excellent communication skills and organisational skills	✓	
Ability to work hard under pressure while maintaining a positive, professional attitude	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Excellent creative teaching ability	✓	
Commitment to personal career development	✓	
<b>Other</b>		
Safeguarding and Child protection policies and procedures	✓	
Developments in the National Curriculum	✓	
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Willingness to undergo appropriate checks, including enhanced DBS Checks	✓	
Motivation to work with children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	

Understanding of different social backgrounds of students	✓	
Understanding the needs of students and the appropriate strategies to support them	✓	
Understanding the needs of bilingual students	✓	