



## Teaching Assistant

### JOB DESCRIPTION

The post-holder will be expected to work with the class teacher to raise the learning and attainment of pupils. You will also support the development of learning, independence, communication and behaviour under the guidance of the classroom team. The following does not represent an exhaustive list but gives an indication of the role.

**Working hours:** Term Time Based Hours: 28 hours per week, 39 weeks per year Monday to Friday 8:30am – 3:30pm.

**Annual Leave:** The full-time rate of holiday entitlement incorporated in the formula is 25 days per year rising to 30 days per year for employees with 5 or more years of continuous employment with the Trust. The formula also provides for a pro rata entitlement to the bank and public holidays normally observed in England and Wales

**Salary:** Grade D Scale 5-6 **Full Time Equivalent** (£21,575 - £21,968) **Actual Salary** (£13,965 - £14,219)

### **Terms and conditions of employment:**

The job description should be read in conjunction with the contract of employment that shall set out the key terms and conditions of appointment.

### **Job purpose:**

To assist the SENDCO in the provision of a stable, caring and supportive learning environment, that enables students to achieve their full learning potential and facilitates their personal, social and moral development.

You are expected to work with individual students who have particular needs and small groups of students, as directed, to support the Teaching and Learning process

### **Duties and responsibilities:**

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the line manager.

### **Key duties :**

- To discuss and follow the PTA's/other senior staff plan for the lesson/day/week/term/unit of work.
- To develop, maintain and apply knowledge and understanding of students' general and specific learning needs and to ensure that support is given to them at an appropriate level.
- To support and direct literacy and numeric tasks, clarifying and explaining instructions within a classroom setting.
- To focus support on areas needing improvement, both academic and social.
- To support the inclusivity of students with SEND.

- To establish effective working relationships and set a good example through their presentation and personal/professional conduct.
- To undertake routine administrative tasks as required.
- To assist with the general management and organisation of students and resources/equipment which relate to the support of our students.
- To assist with the planning, organising and supervising of any educational visits and outings. Under the direction of the class teacher/other senior member of staff, to prepare the classroom and associated areas for use, including preparing materials and setting out equipment etc.
- Tidy classroom and associated areas
- To make up and maintain resources
- Attend and contribute to school staff meetings and in-house training within school hours or outside normal working hours with prior agreement.
- To provide support either through practical activity or through invigilating students undertaking examinations at the school.
- Prepare work and notices for display purposes. Manage displays.
- To work with and support individuals students or groups of students on specific activities set by the teacher, such as reading, writing, practical, creative, physical, recreational activities and environmental studies.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
- Supervision of all students on the school premises during the PM break time, both in the school buildings and grounds. This can involve supervision of children before, during and after they have eaten their lunch.
- To maintain high expectations in terms of behaviour from the students and to follow the academy's behaviour policy.
- To ensure Health and Safety regulations are complied with at all times
- To ensure the safety of students at all times
- To liaise with other members of staff and parents
- To be point of contact and communication between parents and teacher when necessary.

### **Other Duties**

- Respect any and all confidential information.
- Undertake such other duties as may be required from time to time commensurate with the level of the post as determined by the Principal. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- Comply with all decisions, policies and standing orders of the school; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the five outcomes of Every Child Matters.
- Be able to work alone or as part of a team
- Undertake training, update or review sessions as required.
- Supervision of all students on the school premises during the break times, before and after school as & when directed, both in the school buildings and grounds. This can involve supervision of children before, during and after they have eaten their lunch.
- To maintain high expectations in terms of behaviour from the students and to follow the academy's behaviour policy.
- To ensure Health and Safety regulations are complied with at all times
- To ensure the safety of students at all times

- To liaise with other members of staff and parents
- To be point of contact and communication between parents and teacher/school when necessary.

### **Contacts and Relationships**

- Maintain regular contact with your line manager/SLT Link. Assist in providing information for the making of reports to the
- Trust.
- The post holder will have contact with other staff members, students and parents.
- Liaising Director of Inclusion and SEND when on-site to ensure pupil safety and that Health and Safety procedures are adhered to, and that contractors are made aware of relevant school procedures.

### **Support yourself by:**

- Committing to improving your own practice through self-evaluation and reflection
- Following academy policies consistently
- Being organised and keeping appropriate and quality records that will help you to share information quickly and accurately, for example in using academy computer/paper-based systems.

### **General:**

- Attend training sessions and meetings as required.
- Work in accordance with data protection regulations.
- Uphold the Trust's policy in respect of child protection and safeguarding matters

### **Equal Opportunity**

- The post holder will be expected to carry out all duties in the context of and in compliance with the academy's equal opportunities policies.
- This job description will be reviewed at regular intervals and is subject to change as the needs of the academy evolve

## Person Specification:

Assessed by application (A) Assessed by the recruitment process (R)

Criteria	Essential	Desirable
<b>Qualifications / Education</b>		
GCSE grade C or higher in English and Mathematics	A	
Additional Professional Qualifications/training/experience related to this role		A
<b>Experience</b>		
Experience of managing student behaviour	A	
Significant secondary school experience	A	
Experience of working with children in an educational setting		A
Experience of prioritizing workloads, time management and dealing with conflicting priorities	A	
<b>Skills, Abilities and Knowledge</b>		
Ability to apply good behaviour management strategies.	R	
Sound interpersonal, management and supervisory skills	R	
Broad knowledge of legislations and regulations applicable to the teaching and learning of students and to the support of employees	R	
Ability to keep accurate records.	R	
Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, parents/carers, students and other professionals	R	
Ability to work independently but know when to seek help	R	
Ability to improve own practice / knowledge through self-evaluation and learning from others	R	
Commitment to the value and ethos of the Academy	R	
<b>Criteria</b>		
Efficient and meticulous in organisation	R	

Criteria	Essential	Desirable
Desire to enhance and develop skills and knowledge through CPD	R	
Recognition of the importance of personal responsibility for Health & Safety	R	
<b>Knowledge</b>		
Discretion, loyalty, commitment, patience, flexibility, good personal organisation, firmness, the ability to work within a team, and good oral communication	AR	
Knowledge of child protection and safeguarding	R	
Knowledge of the potential barriers to learning	R	