



Job Description

Job Title:	Teaching Assistant
Location:	Barton Hill Academy
Hours of work:	30 Hours per week (term time only plus INSET days)
Reports to:	Senior Leadership Team

Purpose of the Role:

To work in partnership with class teachers to support pupils with learning in line with the national curriculum, codes of practice and school policies and procedures.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Responsibilities:

Working with a pupil/pupils under the direction of teaching staff. Provide skilled support to all pupils including those with learning, behavioural, communication, social, sensory or physical difficulties.

Example Duties and Responsibilities:

- To support all pupils including those with SEND
- To implement support strategies consistently where required
- Understand specific learning needs and styles and provide differentiated support to a pupil individually and within a group
- Implement planned learning /teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Establish positive relationships with pupils supported
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support pupils with activities which develop literacy and numeracy skills
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use
- Promote positive pupil behaviour in line with school policies and help keep pupils on task
- Participate in planning and evaluation of learning with the SENDCO and teacher, writing reports and records as required
- Assist with the development and implementation of SEN support plans
- Monitor and record pupil's responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher
- Assist the teacher and other staff in the implementation of care programmes
- To support learning by selecting and creating appropriate resources/methods to facilitate agreed learning intentions
- Liaise with staff and other relevant professionals and provide information about pupil as appropriate
- To assist with the display and presentation of pupils' work
- To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities



- To assist with escorting pupil on educational visits
- To physically assist pupils during activities e.g. swimming, PE
- To clean and maintain classroom equipment when required
- To undertake other duties which may be reasonably required

General:

- To understand and apply school policies in relation to health, safety and welfare
- Attend relevant professional development and take responsibility for own development
- Attend relevant school meetings as required
- To respect confidentiality at all times
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equality Policy

Employee value proposition:

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.



6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.



Person Specification

Job Title: Teaching Assistant

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> ● English and Maths GCSE level at 'C' or above ● Basic knowledge of First Aid 	<ul style="list-style-type: none"> ● Successful experience working with SEN children in a school
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> ● Understand and implement the school's behaviour management policy. ● Have a positive approach to behaviour management Have some knowledge of learning difficulties and a variety of strategies to support children ● Understanding of the school curriculum ● Knowledge of National Curriculum ● Understanding of the general aspect of child development ● Ability to assess progress and performance ● Understand and support the importance of physical and emotional wellbeing ● Basic understanding of Health & Safety ● Knowledge of basic ICT to support learning ● Understand classroom roles and responsibilities and your own position within these ● Understand and implement child protection procedures and learning support assistants in the classroom 	<ul style="list-style-type: none"> ● Evidence of a commitment to promoting the welfare and safeguarding of children and young people



Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> • n/a 	<ul style="list-style-type: none"> • n/a
	Forward and strategic planning	<ul style="list-style-type: none"> • n/a 	<ul style="list-style-type: none"> • n/a
	Budget (size and responsibilities)	<ul style="list-style-type: none"> • n/a 	<ul style="list-style-type: none"> • n/a
	Abilities	<ul style="list-style-type: none"> • Ability to remain calm under pressure • Ability to support the work of students/volunteers • Ability to manage own time effectively • Demonstrate creativity <u>and an ability to resolve</u> • Work constructively as part of a team 	
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> • <u>Good organisational skills</u> 	<ul style="list-style-type: none"> •
	Values	<ul style="list-style-type: none"> • Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> ○ Be unusually brave ○ Discover what's possible ○ Push the limits ○ Be big hearted 	
Special Requirements		<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Show a commitment to promoting the welfare and safeguarding of children and young people • Show a commitment to providing a fair, equitable and mutually supportive learning and 	





		working environment for our children & young people and staff	
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