

SAFFRON VALLEY COLLEGIATE

ROLE PROFILE



JOB TITLE: **TEACHING ASSISTANT**

ROLE PROFILE

Job Title:	Teaching Assistants – General (Level 2)
Department:	Children Families and Learning
Division:	SAFFRON VALLEY COLLEGIATE
Grade:	Grade 3 - Scp 5 - 7
Hours (per week):	36 hours per week, term time only
Reports to:	Head of Provision
Responsible for:	N/A
Role Purpose and Role Dimensions:	To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.
Key External Contacts:	<ul style="list-style-type: none">▪ Parents/Carers, on occasion▪ Relevant external agencies.
Key Internal Contacts:	<ul style="list-style-type: none">▪ Head of Provision;▪ Assistant Head of Provision▪ PRU staff team;▪ SVC colleagues;▪ Pupils.
Financial Dimensions:	N/A
Key Areas for Decision Making:	N/A
Other Considerations:	All staff are employed by the Saffron Valley Collegiate, and can be deployed at any location, necessary to meet the needs of the collegiate. Decisions will be made with due regard to the needs of the young people/service and the expertise and experience of the individual staff member.
Is a satisfactory disclosure and barring check required?	Enhanced DBS check

Key Accountabilities and Result Areas:

Support for Pupils

Key Elements:

This will involve:

Core Duties

- Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Setting challenging and demanding expectations and promote self-esteem and independence.
- Providing feedback to pupils in relation to progress and achievement under guidance of the teacher.

Additional Duties

- Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Establishing constructive relationships with pupils and interacting with them according to individual needs.
- Promoting the inclusion and acceptance of all pupils.
- Encouraging pupils to interact with others and engage in activities led by the teacher.

Support for the Teacher

This will involve:

Core Duties

- Using strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assisting with the planning of learning activities.
- Monitoring pupils' responses to learning activities and accurately record achievement/progress as directed.
- Providing detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour.

Additional Duties

- Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assisting with the display of pupils' work.
- Establishing constructive relationships with parents/carers.
- Administering routine tests, invigilating exams and undertaking routine marking of pupils' work.
- Providing clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

Support for the Curriculum

This will involve:

Core Duties

- Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Supporting the use of ICT in learning activities and develop pupils' competence and independence in its use.

Additional Duties

- Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use.

Support for the School

This will involve:

Core Duties

- Participating in training and other learning activities and performance development as required.

Additional Duties

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the school.
- Appreciating and supporting the role of other professionals.
- Attending and participating in relevant meetings as required.
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher.

General

This will involve:

- Within the performance management process, identifying training needs, engaging in training activities and responding to actions suggested to improve performance.

Contributing to service development and improvement

Data Protection

- Being aware of responsibilities under the Data Protection Act 1998 for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining records and archive systems in accordance with procedures and policies as well as statutory requirements.

Health and Safety

- Being responsible for own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment and report defects and hazards to management. Managers should carry out, monitor and review risk assessments, providing robust induction and training packages for new and transferring staff, to ensure they receive relevant H&S training, including refresher training, report all accidents in a timely manner on council accident forms, ensure H&S is a standing item in team meetings, liaise with trade union safety representatives about local safety matters and induct and monitor any visiting contractors etc, as appropriate.

Duties and responsibilities of the post may change over time as requirements and circumstances change. The balance of tasks will be determined by the needs of the provision. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

Job profiles will be subject to regular review.

Person Specification

Job Title:

TEACHING ASSISTANT – General (Level 2)

Essential knowledge:

- NVQ 2 for Teaching Assistants or equivalent qualifications or experience.
- First aid training/training as appropriate.
- Understanding of relevant policies/codes of practice and awareness of relevant legislation.
- General understanding of the secondary curriculum and other basic learning programmes/strategies.
- Basic understanding of child development and learning
- An understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these;
- A good understanding of the promotion of equality, diversity and inclusion in an education environment.

Essential skills and abilities:

- Good numeracy/literacy skills.
- Effective use of ICT to support learning.
- Use of other equipment technology – video, photocopier.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

Essential experience:

- Experience working with vulnerable/challenging students of relevant age.
- Experience of working with pupils with additional needs.

Specific requirements:

- Enhanced DBS check
- Attend after school meetings.
- Deliver lunchtime and/or after school activities.