



SOUTH WESTMORLAND MULTI ACADEMY TRUST

Job Description

Post: Teaching Assistant
Salary: NJC Salary Scale 2 points 3-4 £22,737 - £23,114 pro rata
Hours: Up to 30 hours per week - term time plus 1 week
During Monday to Friday from 8.30am to 3.30pm (less 1 hour lunch break)

Disclosure Level: Enhanced
Location: Dallam School, Milnthorpe, LA7 7DD - the role may require travel between the trust school sites

Relationships

a) Reporting to:

The post-holder reports to the SENCO and SEN Team Leader

b) Responsible for:

The post-holder interacts with other professional colleagues, students and parents and should establish and maintain productive relationships and promote mutual understanding of our aim to improve the quality of the student experience at the South Westmorland Multi Academy Trust.

Main Purpose

- To support teaching and other staff in assisting the delivery of the examination, National Curriculum and other learning support, in direct contact with students. The role will involve working with both groups and individual students under the direction of the class teacher, the Head of Faculty, SENCO and other appropriate staff at Dallam School
- To support the pastoral work of SEN students

Main Responsibilities

Teaching Assistant

- Under the general direction of the class teacher, take part in establishing constructive relationships with students, parents/carers
- Communicate effectively with all students, families and carers of Dallam School
- Provide academic and or emotional, social and behavioural support and encouragement to students.
- Support the learning process under the direction of the teaching or other appropriate staff.
- Plan and deliver engaging and differentiated sessions to small groups or 1:1
- Take proactive steps to engage with teaching and other staff in planning work
- Provide, with appropriate guidance and supervision, educational, emotional and physical support to students.
- Assist in the implementation of appropriate behaviour management strategies
- Observe a student or young person's behaviour, understand its context notice and react appropriately to any unexpected changes
- Know how to interact with students in ways that support the development of their ability to think and learn and becoming increasingly independent of support
- Behavioural support for individual students
- Assist with the supervision of groups and individual students as required.

- Assist with break/lunchtime supervision as required.
- Be responsible for promoting and safeguarding the welfare of students and young people that you are responsible for and come into contact with.
- Adhere to Dallam School's statutory procedures with regard to safeguarding
- Listen to concerns; recognise and take account of signs of changes in attitudes and behaviour
- Understand your own role and its limits and the importance of providing care or support
- Prepare materials and undertake minor clerical duties.
- Supervise students sitting internal and external examinations as required, ensuring that examinations comply with the Examination Board Regulations.
- Assisting the SENCO with record keeping
- Providing information for reviews, reports etc
- Attend staff briefings, staff and department meetings as required
- Provide feedback, as requested, to the class teacher or HOF to support progression in learning for individual students

General

Culture and Ethos

- Promote the academy ethos, attitudes and values in all aspects of work with pupils, colleagues, support staff, parents/carers and visitors
- Promote the academy and celebrate its success at every opportunity

Dress and Appearance

- To maintain the highest standards of smart business dress
- To maintain a professional demeanour at all times

Self-Development

- To take part in the school's staff development programme by participating in arrangements for further training and professional development
- To continue personal development in the relevant areas including subject knowledge
- To engage actively in the Performance Management process

Attitude

- To act as a professional and positive ambassador for the school in order to support the school's mission and profile
- Maintain a high level of motivation and encourage the progress of others
- Support the induction of Early Career Teachers, as required, and support the training of student teachers when they have been accepted into the faculty
- Support supply teachers and teachers doing cover by assisting to ensure that suitable material is available for lessons when members of the department are absent

Policy Promotion

- To actively promote the Trust's Equal Opportunities, Health & Safety, Data Protection and GDPR policies to ensure that the school operates safely, effectively and fairly in line with legislative requirements
- Comply with and actively implement the Trust's Behaviour Management Policy

Safeguarding

- Have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures and the Trust's safeguarding policy

Confidentiality

- To ensure confidentiality of the school's activities is maintained in order to protect the integrity of the organisation and its people

<p>Flexibility</p> <ul style="list-style-type: none"> • The job description may include all such other duties as the Headteacher and Trustees may reasonably expect from time to time • To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation • Embrace a willingness to experiment with new methods and approaches / initiative taken
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South Westmorland Multi Academy Trust is committed to developing the skills of its people. If you have any query about you own personal development, please speak to your line manager. The Trust reserves the right to amend this document as necessary, after consultation with the post holder, in order to reflect changes in organisational requirements and ensure that the future goals of Dallam School are successfully achieved.

Signed:	Postholder	Date:
Signed:	Line Manager	Date: