



## **JOB DESCRIPTION: TEACHING ASSISTANT**

**CONTRACT:** Permanent

**WORKING PATTERN:** 8:30am – 3.30pm (30 hours per week), Term-Time Only

**ACTUAL SALARY:** £18,680 - £19,524 per annum (Scale 2, SCP 13 – Scale 3, SCP 15)

### **MAIN PURPOSE OF THE ROLE:**

- Work under the direct instruction of the leadership team and teachers, usually in the classroom with the teacher.
- Support access to learning for students and provide general support to the teacher.
- Occasionally withdraw students under the direction of the teacher

### **DUTIES:**

#### **KEY WORKER SUPPORT:**

- Read statutory paperwork for key students to share information and implement strategies to support students.
- Make fortnightly contact with home to share students' progress.
- Complete the EHCP tracking sheet with student progress and contact with home on a weekly basis.
- To meet with your key worker students on a 1:1 basis every week to complete one of the following: guided reading, guided maths, homework support, handwriting support or general support.
- Meet regularly with students to gain their views and progress against targets.
- Provision Mapping: To complete, review and update students' Pupil Passports, Learning Plans and Provisions.
- Contribute to students' annual reviews and attend their annual review meetings.
- Once the annual review has taken place to meet with the student and go through their targets and action any points.

#### **STUDENT SUPPORT:**

- Supervise and support students ensuring their safety and access to learning.
- Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all students.
- Encourage students to interact with others and engage in activities led by the teacher.
- Encourage students to act independently as appropriate.
- Attend relevant training to help support your students with their specific SEN needs.

#### **TEACHER SUPPORT:**

- Prepare the classroom as directed for lessons and clear afterwards and assist with the display of students' work.
- Be aware of student problems, progress and achievements and report to the teacher as agreed.
- Undertake student record keeping as requested.
- Support the teacher in managing student behaviour, reporting difficulties as appropriate.
- Gather and report information from and to parents or carers as directed.
- Provide basic clerical and administrative support e.g. photocopying, typing, filing, collecting money etc.

#### **CURRICULUM SUPPORT:**

- Support students to understand instructions.
- Supporting students in undertaking literacy and numeracy tasks as directed by the teacher.
- Supporting students in using basic ICT as directed.
- Prepare and maintain equipment and resources as directed by the teacher and assist students in their use.

#### **SUPPORT FOR THE ACADEMY:**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of students out of lesson times, including before and after school.
- Accompany teaching staff and students on visits, trips and out of school activities as required.

#### **GENERAL:**

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the postholder's role within the organisation.
- To also be fully aware of the principles of safeguarding as they apply to children and young adults in relation to the postholder's role.
- To ensure that the postholder's line manager is made aware and kept fully informed of any concerns which the postholder may have in relation to safeguarding and/or child protection.

This list of duties is not exhaustive and you may be required to carry out other reasonable tasks commensurate to your grade as directed by your line manager.



## Southfields Academy

### PERSON SPECIFICATION: TEACHING ASSISTANT

#### QUALIFICATIONS, TRAINING & KNOWLEDGE

	ESSENTIAL	DESIRABLE
Grade 4/C or above in GCSE English & Maths, or equivalent	✓	
Educated to degree level, or equivalent		✓
Basic knowledge of SEND and learning barriers	✓	
Some knowledge of strategies in working with young people with challenging behaviours	✓	
Computer literate – good ICT skills including a working knowledge of MS packages, such as Word, PowerPoint, Outlook, Excel etc.	✓	

#### EXPERIENCE

	ESSENTIAL	DESIRABLE
Experience working directly with or caring for young people	✓	
Experience working within an educational setting		✓
Experience working with young people from very diverse social and educational backgrounds		✓
Experience of establishing and maintaining positive working relationships with a range of stakeholders at all levels	✓	
Experience of managing and being responsible for own workload	✓	
Experience using and updating records and databases		✓

#### PERSONAL SKILLS, ABILITIES & QUALITIES

	ESSENTIAL	DESIRABLE
Ability to relate well to and build positive professional relationships with both children and adults	✓	
Understanding of classroom roles and responsibilities and how the role of the Teaching Assistant relates to these	✓	
Ability to work constructively as part of a team	✓	
Ability to use initiative and to work with autonomy	✓	
Flexibility of approach to work	✓	
Excellent written and verbal communication skills	✓	
Willingness to participate in development and training opportunities	✓	
Good administrative and organisational skills	✓	

Southfields Academy is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be subject to an enhanced DBS check, along with other relevant pre-employment checks.