**CLOUGHWOOD ACADEMY**

**Teaching Assistant**

**Job Description**

**Basic Job Purpose**

To support the teaching staff and work with the other support staff to enhance the development and education of pupils in accordance with the aims and policies of the school. Also, deputise in the absence of a teacher and conduct whole class lessons within an appropriate system of supervision by a qualified teacher which is not necessarily in the same classroom.

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|  | Main Responsibilities |
| 1 | Using acquired skills, support and deliver learning activities and contribute to the development of work programmes to facilitate effective teaching and learning. |
| 2 | Provide input into the planning and evaluation of learning activities for individuals and groups of pupils to enable the teaching staff to make informed decisions when developing their plans. |
| 3 | Supervise the activities of individuals or groups of pupils both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy. |
| 4 | Monitor individual pupil’s progress, achievements and development and report these to the teaching staff/line manager to inform decisions taken regarding the individual Education, Health and Care Plans for a pupil. |
| 5 | Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the pupils' well-being. |
| 6 | Record pupil information as specified by the teaching staff/line manager to ensure the schools information systems are maintained. |
| 7 | Attend to the personal and physical needs of pupils so that their well-being is maintained. |
| 8 | Obtain and maintain, at the Academy’s expense, an appropriate First Aid qualification, and administer First Aid treatment as required by The Academy. |
| 9 | Prepare and maintain learning resources and ensure that the classroom is kept tidy so that the needs of the lesson plans are met in a safe learning environment, which complies with relevant health and safety requirements. |
| 10 | Display and present the pupils' work, under the direction of teaching staff so that it enhances the classroom environment and celebrates achievement. |
| 11 | Attend staff and other meetings and participate in staff training development work and staff reviews as required |

Notwithstanding the detail in this job description, in accordance with the school's Flexibility Policy the job holder will undertake such work as may be determined by the Principal/Board of Directors from time to time, up to or at a level consistent with the Main Responsibilities of the job.

**CLOUGHWOOD ACADEMY**

**Teaching Assistant**

**Person Specification**

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| DESIRABLE | ESSENTIAL  | METHOD OF ASSESSMENT |
| Experience of working with students with behavioural problems | Experience of working with children in a school setting. | Application FormInterview |
| A willingness to learn and develop this understanding | An understanding of the needs and nature of disadvantaged and disaffected children | Application FormInterviewReferences |
| Be educated to a good level. A good basic education and ICT skills | Good oral and written communication skills | Application FormInterviewReferences |
| A willingness to take on responsibilities within the team | Ability to work efficiently within a team | Application FormInterview |
| Endless patience and stamina | A friendly outgoing personality with a good sense of humour | Interview |
| Desire to work with young people | A caring nature, a love of children and a sense of fund | Interview |
| Behaviour management skills | A knowledge of intervention strategies, and a willingness to be trained in Physical Intervention | Application FormInterview |
| A willingness to undergo further training in those areas where the need is identified | The ability to carry out the majority of key tasks as outlines in the job description | Application FormInterview |
| A willingness to develop a subject specialism | Have a range of skills and interests | Application FormInterview |

Cloughwood Academy is committed to supporting people with disabilities and will make reasonable adjustment to these requirements where this enables a disabled person to do the job effectively.