

Academies Enterprise Trust

Job Description

Job Title:	Teaching Assistant
Location:	Sir Herbert Leon Academy, Milton Keynes
Hours of work:	32.83 – 39 weeks
Reports to:	Deputy SENco

Purpose of the Role:

To ensure that identified learners make at least the required amount of progress in targeted subjects through in-class and/or one to one support.

Responsibilities:

General

- To develop knowledge of a range of learning support needs and to develop an understanding of the specific needs of the students to be supported.
- Support the student to learn as effectively as possible both in class situations and on his or her own. This can be done in a variety of ways, for example:
 - Clarifying and explaining instructions
 - Ensuring the student is able to use equipment and materials provided
 - Motivating and encouraging the learner as required
 - Assisting in weaker areas, e.g., language, behaviour for learning, reading, spelling, handwriting, presentation etc.
 - Helping learners to concentrate on, and finish the work set.
 - Meeting physical needs as required whilst encouraging independence
 - Liaising with subject teacher and/or SENDCo about Provision Plans in order that progress towards targets are monitored and made.
 - Helping to develop appropriate resources to support the student.
- Build supportive relationships with students, helping additionally to maintain their care and wellbeing.
- To encourage acceptance and inclusion of the student with identified needs.
- To develop methods of reinforcing/promoting the student's self esteem
- To develop the use of ICT to enhance learning.
- Maintain confidentiality at all times.

- Ensure that Safeguarding training is up to date and that correct procedures are enforced.
- Take part when required in meetings with parents for students supported and be prepared to make parental contact by telephone or email where necessary.
- Maintain a log book of notes and data for supported learners.
- Assist with invigilation for Access Arrangements, providing scribe, reader help or transcript. Assisting with set up and printing of work for candidates using a word processor may also be requested.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Teachers' Pay and Conditions.
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
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.

Person Specification

Job Title: Teaching Assistant

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	GCSE (A*-C) or equivalent in Maths and English & Science. Willingness to gain evidence of professional qualifications relating to education. Willingness to undertake First Aid training. Willingness to undertake further work related training.	Relevant professional qualification e.g. NVQ Degree Level Education
Knowledge/Experience	Specific knowledge/ experience required for the role	Significant experience of supporting students with social, emotional and mental health issues, preferably in a school environment. Competent ICT skills, including use of word processing and spreadsheet software. Ability to work constructively as part of a team. Ability to relate well to children and to adults.	Experience of working with children, preferably in a school environment.
Skills	Line management responsibilities (No.)	N/A	
	Forward and strategic planning	N/A	

	Budget (size and responsibilities)	N/A	
	Abilities	N/A	
Personal Characteristics	Behaviours	<p>Ability to communicate effectively in English, both verbally and in writing.</p> <p>Ability to lead on specific areas of support.</p> <p>Good interpersonal skills.</p> <p>Ability to work under pressure.</p> <p>Confidentiality.</p> <p>Patience.</p> <p>Interest in needs of young people</p> <p>Ability to deal with students throughout the day sometimes in confrontational situations.</p> <p>Ability to show initiative and flexibility.</p>	
Special Requirements		<p>Right to work in the UK</p> <p>Evidence of a commitment to promoting the welfare and safeguarding of children and young people.</p> <p>Willingness to undertake appropriate school based training and development.</p> <p>Flexibility and self-motivation.</p>	

		This post is subject to a Disclosure and Barring Service Certificate, which will be sought for the successful candidate.	
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