Job Description

POST TITLE: **TEACHING ASSISTANT – LEVEL 1**

GRADE: **GRADE 5, POINTS 5-7**

RESPONSIBLE TO: **SENCo**

JOB PURPOSE

To work with students within the school as part of a team under the direction of the line manager in order to:

- Improve the quality of learning and foster the participation of students in the social and academic processes of the school;
- Seek to enable students to become more independent learners;
- Help raise the standards of achievement for all students.

GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
    - Acceptable Use of IT Policy;
    - Code of Conduct;
    - Extremism & Radicalisation Policy;
    - Health, Safety and Security Policy & Guidance;
    - Keeping Children Safe in Education (Part 1) Guidance;
    - Safeguarding Policy and Training Slides;
    - Whistleblowing Policy;
    - IT Pack including Acceptable Use Statement;
    - Health, Wellbeing and Benefits Policy;
    - Finance Policy.
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans.
5. To develop and implement own professional development and skills.
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness.
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team.
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

SPECIFIC RESPONSIBILITIES

SUPPORT FOR THE STUDENT

- Support and direct activities with either individuals or groups of students to ensure their safety and facilitate their physical, emotional and cognitive development;
- Help with care, personal hygiene and support of students;
- Contribute to the health and well-being of students;
- Establish and maintain good working relationships with individual students and groups;
- Promote and reinforce the students' self-esteem and independence e.g. support in form time, AoW, unstructured time etc.;
- Encourage acceptance and inclusion of all students;
- To support groups of students as directed during formal public or internal school examinations;
- To assist students on work placements, educational visits, residential, and recreational activities as appropriate;

- To assist students with self-organisation and in the completion of homework tasks, in allocated periods during the school day;
- Drawing on knowledge of various forms of individual needs, to develop an understanding of the specific needs of the students within the school community;
- To liaise effectively with parents/carers as appropriate;
- To assume responsibility for designated keyworker role at School Action Plus and/or a named Statemented child.

SUPPORT FOR THE TEACHER

- Help with the collation of Review/Annual Review meetings;
- Help with classroom resources and records;
- To implement learning programmes a directed by the class teacher – with individual or small groups;
- To monitor individual student's needs and provide regular feedback to the teacher;
- Contribute to the management of student behaviour;
- To participate in the evaluation of the support programme;
- To contribute to the maintenance and development of the Learning Support Faculty.

SUPPORT FOR THE CURRICULUM

- Support and reinforce the school curriculum including catch up KS3/GCSE work, literacy, numeracy activities in a 1:1 setting and in the classroom;
- Provide support for learning activities including enrichment activities during the normal school day;
- Support the use and development of ICT within the classroom;
- Support the smooth running of the Faculty by covering designated priority lessons of absent staff as and when required by the SENCo;
- To take responsibility for display and up keep of designated areas in the Faculty.

SUPPORT FOR THE SCHOOL

- Maintain effective working relationships with colleagues and parents;
- Maintain and safeguard the confidential nature of student/teacher/home issues;
- Contribute to the maintenance of student safety and security, including break and lunchtime duties in the Faculty and taxi duties;
- Attend Faculty/Pastoral meetings as appropriate.

STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

DRESS CODE

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.

PERSON SPECIFICATION – LEVEL 1 TEACHING ASSISTANT		
	ESSENTIAL	**DESIRABLE**
EDUCATION & TRAINING		
Further or Higher Education	*	
NVQ3 in Early Years Care and Education; BTEC National in Learning Support; The Council for Awards in Children's Care and Education [CACHE] Diploma or relevant experience		*
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training	*	
EXPERIENCE		
Previous experience of working within an educational setting		*
Previous experience of working with young people	*	
Experience of working with children with special educational needs		*
Willingness to identify and develop own IT skills	*	
Working knowledge of DCSF, Local Authority and other regulatory body's legislation and policy relating to education		*
PROFESSIONAL SKILLS		
Excellent written and oral communication skills	*	
Excellent organisational and administrative skills	*	
Good interpersonal skills	*	
PERSONAL QUALITIES		
Confidence and independence	*	
Ability to work unsupervised and independently understanding school roles and responsibilities and your own position within these	*	
Builds and maintains effective relationships with colleagues and stakeholders in a fair and equitable manner	*	
Good time management skills	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian framework of the school	*	
Suitability to work with children Enhanced DBS	Undertaken on appointment	