

Teaching Assistant

Job Role: Teaching Assistant
Location: St Michael's Church of England Academy, St Michael's Road, Crosby, L23 7UL
Salary: Grade 3 - SCP 5 - 9
Contract: Permanent- Term time (35 hours per week, 39 weeks)
Reports to: SENDCo, Assistant SENDCo

Key Responsibilities

- Provide learning activities for classes/individuals under the professional direction and supervision of a qualified teacher to progress students' learning.
- Assess, and report on development, progress and attainment as agreed with the teacher.
- Monitor and record student responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher.
- Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required.
- Support learning by selecting appropriate resources/methods to facilitate agreed learning activities.
- Provide particular and skilled support to all students in a particular learning area from within the overall national curriculum.
- Be involved in planning, organising and implementing SEN Support Plans, including attendance at, and contribution to, reviews.
- Consult with children and their families and carers and other adults as directed.
- Administer first aid.

Communication and Liaison

- Communicate effectively with the parents of students as appropriate.
- Where appropriate, communicate and co-operate with persons or bodies outside the Academy.
- Follow agreed policies for communications in the Academy.

Corporate Responsibilities

The trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Academy's activities.
- To plan, monitor and review health and safety within areas of personal control.
- To participate in the Trust's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues.

Additional Information

- To play a full part in the life of the Academy community, to support its distinctive mission, specialism and ethos and to encourage and ensure staff and students to follow this example.
- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Academy, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust

Person Specification

Qualifications and Professional Development	Essential	Desirable	Source
5 GCSE passes A* - C or equivalent	E		A/I
NVQ Level 2 or equivalent in teaching assistance		D	A/I
Experience, Knowledge and Understanding	Essential	Desirable	Source
General understanding of national curriculum	E		A/I
Understanding of basic learning programmes and techniques	E		A/I
Experience of working with secondary aged students	E		A/I
Knowledge of classroom roles and responsibilities	E		A/I
Understanding of health and safety in the workplace		D	A/I
Skills and Attributes	Essential	Desirable	Source
Good interpersonal skills	E		A/I
Good team player	E		A/I
Commitment to supporting students and colleagues	E		A/I
Good written and oral communication skills	E		A/I
Able to manage classroom activities safely	E		A/I
Ability to organise classroom resources	E		A/I
Good organisational skills	E		A/I
Able to be flexible and use initiative	E		A/I
Able to relate well to children	E		A/I
Good time management	E		A/I
Ability to stay calm under pressure	E		A/I
Willing to undertake training	E		A/I
Ability to relate to parents/carers	E		A/I
Patience and enthusiasm	E		A/I
Good interpersonal skills	E		A/I
Approach to Work	Essential	Desirable	Source
Commitment to the Academy's Christian ethos	E		A/I
Safeguarding	Essential	Desirable	Source
Satisfactory DBS with barred list check	E		A/I