



MORPETH SCHOOL

Job Description

Post: Teaching Assistant
NJC Scale: Scale 3
Hours : 30 hours, 50 minutes per week, 39 weeks per year (ie term-time only + 5 training days)
8.30am-3.30pm daily
(+ 1 hour lunch duties [2x30 min sessions] per week - optional)

Responsible to : Senior Lead TA / Deputy Lead TA

Main purpose of the job :

Provide quality support to students with identified special educational needs or disabilities, securing maximum possible access to the school curriculum.

Main Responsibilities:

- Provide proactive support to individual students and/or groups of students, as directed by teachers and/or Senior Lead TA/ Deputy Lead TA/ HLTAs.
- Contribute to records of students' progress and achievements, as per agreed school procedures.
- Provide practical support to the class teacher in maintaining a purposeful, orderly and supportive environment for learning.
- Work collaboratively with other colleagues to support students with special needs.
- Deliver intimate care (e.g. support with toileting and changing) as necessary.
- Undertake the regulatory safeguarding training
- Report any safeguarding issues arising to the appropriate person, as per agreed school procedures.
 - Ensure information in relation to students supported is appropriately shared, following agreed school policy.
- Attend meetings within school time as required.
- Contribute as required to student supervision duties, including at the following times :
 - Before and after school
 - Break
 - Lunchtime
- Participate as appropriate in the school's agreed Performance Management Programme.
- Support the ethos, values, aims and objectives of the school.
- Actively comply with all school policies and procedures.
- Undertake any additional duties or responsibilities, commensurate with the scope and grade of the post, as reasonably directed by the Headteacher or other immediate line manager(s).

Selection Criteria

- Minimum grade C/4 at GCSE English and Maths or equivalent
- Successful experience of working as part of a team.
- Good communication, interpersonal and relationship-building skills.
- Evidence of ability to forge positive relationships with students and adults.
- Understanding of and commitment to inclusive practices.
- Understanding of the differing ways in which students learn and factors which may affect progress.
- Understanding of and commitment to the values and ethos of Morpeth School.
- Commitment and willingness to undertake appropriate training in relation to the post.
- Demonstrable ability to provide quality support to secondary-aged students across all year groups 7-13.
- Commitment to the protection and safeguarding of children.

Safeguarding

The postholder will have due regard for safeguarding and promoting the welfare of children and young people and will follow the child protection and safeguarding procedures adopted by Morpeth School.

Any safeguarding and child protection issues will be acted upon immediately by informing the Designated Child Protection Lead.