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| **Blackbird Academy Trust**  **blackbird.jpg Job Description** | |
| **Job Title:**  **Terms & Conditions:**  **Pay Scale/ Grade:**  **Post term:**  **Hours:** | Teaching Assistant  Green Book  Grade 5  Fixed Term until 31/08/2018 |
| **Responsible to:**  **Line Managing:**  **Work Base:** | Headteacher  NA  Windale Primary School (Blackbird academy Trust) |

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| LEVEL 2To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the Teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area. |
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| Support for Pupils |
| * Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities * Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programs * Establish constructive relationships with pupils and interact with them according to individual needs * Promote the inclusion and acceptance of all pupils * Encourage pupils to interact with others and engage in activities led by the teacher * Set challenging and demanding expectations and promote self-esteem and independence * Provide feedback to pupils in relation to progress and achievement under guidance of the teacher |
| Support for Teachers |
| * Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils’ work * Use strategies, in liaison with the teacher, to support pupils to achieve learning goals * Assist with the planning of learning activities * Monitor pupils’ responses to learning activities and accurately record achievement/progress as directed * Provide detailed and regular feedback to teachers on pupil’s achievement, progress, problems etc. * Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour * Establish constructive relationships with parents/carers * Administer routine tests and invigilate exams and undertake routine marking of pupils’ work * Provide clerical/admin e.g. photocopying, typing, filing, money, administer coursework etc. |
| Support for the Curriculum |
| * Undertake structured and agreed learning activities/teaching programs, adjusting activities according to pupil responses * Undertake programs linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher * Support the use of ICT in learning activities and develop pupils’ competence and independence in its use * Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use |
| Support for the School |
| * Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person * Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop * Contribute to the overall ethos/work/aims of the school * Appreciate and support the role of other professionals * Attend and participate in relevant meetings as required * Participate in training and other learning activities and performance development as required * Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime * Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher |
| **Key Tasks – Health & Safety** |
| * Co-operate with health and safety requirements. * Report all defects and hazards to the member of staff responsible for this in your school. * Complete the action risk assessments for all potentially hazardous on/off site activities. * Use, but not misuse things provided for your health, safety and welfare. * Do not undertake unsafe acts. Inform employer of any “Near-Misses”. * Be familiar with the emergency action plans for fire, first aid, bomb security and off site issues. * Raise health and safety issues with pupils. Specifically for the year 2016-2017 |
| **Key Tasks - Other** |
| * Demonstrate a deep commitment to safeguarding and promoting the welfare of children and follow all associated child protection and safeguarding policies of BAT * Be aware of, and comply with, policies relating to Child Protection, Health & Safety, Equal Opportunities and Confidentiality as well as general staff procedures * To contribute to the overall vision, ethos and work of the schools within BAT * To be an excellent role model for staff and to observe all relevant policies and practice * Maintain confidentially and professional conduct at all times * Carry out any other reasonable request of the Headteacher * Demonstrate a commitment to professional development including active participation in the appraisal process and any relevant further training * Appreciate and support the role of other professionals |

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| Annual review of Job Description | |
| Date of review | |
| Signed: Post holder  Signed: Line manager | Date  Date |

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| **blackbird.jpgPerson Specification**  **Teaching Assistant** | | |
| *Blackbird Academy Trust is committed to safeguarding the welfare of children and young people and expect all staff and volunteers to share this commitment* | | |
|  | **Essential** | **Desirable** |
| **Qualifications Criteria** | * Good numeracy/literacy skills * Completion of DfES Teacher Assistant Induction Program | * NVQ 2 for Teaching Assistants or equivalent qualifications or experience * Training in the relevant learning strategies e.g. literacy * First aid training/training as appropriate |
| **Experience** | * Experience working with children of relevant age in a learning environment |  |
| **Knowledge** | * Effective use of ICT to support learning * Use of other equipment technology – video, photocopier * Understanding of relevant polices/codes of practice and awareness of relevant legislation * General understanding of national/foundation stage curriculum and other basic learning programs/strategies * Basic understanding of child development and learning * Ability to self-evaluate learning needs and actively seek learning opportunities * Ability to relate well to children and adults * Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these |  |
| **Skills** |  |  |
| **Personal attributes** | You will be:   * Approachable * Committed * Enthusiastic * Able to motivate self and others * Calm under pressure * Well organized * Self-reflective * Work in a team * Resilience, the ability to work under pressure and be able to meet deadlines. * Proven ability to prioritise. |  |
| **Other** | * The Blackbird Academy Trust takes safeguarding children seriously and the successful applicant will have to undergo a DBS check and references will be required in line with our Child Protection and Safeguarding Policy |  |