



MORPETH SCHOOL

Job Description

Post:	Teaching Assistant (fixed term until 31st August 2024)
NJC Scale:	Scale 3 Point 5-6 (actual £20,045 - £20,375 dependant on length of service)
Hours :	31 hours, 39 weeks per year (ie term-time only including 5 training days) 8.30am-3.30pm daily (+ 1 hour lunch duties [2x30 min sessions] per week)
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).
- To be a coach to a group of pupils as part of Morpeth's Coaching programme.

As a member of a House or Year team

(Coaches and Tutors or attached staff)

Under the Guidance and direction of the Head of House (Years 7 – 11) or Head of Year (6th form), to:

- get to know the pupils well
- get to know families well through regular contact, sharing successes and participating in Meet Your Coach / Tutor days.
- plan sessions, reading through guidance notes in advance
- develop skills in facilitating a coaching circle
- promote high standards of work, behaviour, attendance and punctuality from members of the Coaching / Tutor Group
- keep an accurate and up-to-date register following school guidance re. attendance and punctuality
- write reports as required
- prepare initial drafts for references, testimonials and reports to outside agencies, as appropriate
- teach the CPSHE programme as required
- attend assemblies with the group and supervise their arrival, behaviour and departure
- participate in Head of House / Head of Year meetings

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