



Co-op Academy  
North Manchester

## CO-OP ACADEMY NORTH MANCHESTER

### TEACHING ASSISTANT

Salary Grade 4 - Full time salary - £22,369.00 - £24,054.00

Actual salary £19,241.00 - £20,691.00

Permanent Term Time Only + 5 Days

The role of Teaching Assistant is a key position within the academy, responsible for supporting the learning of pupils with a variety of special educational needs and disabilities. Teaching Assistants at Co-op Academy North Manchester are highly valued and play a pivotal role at our highly inclusive school in securing the best outcomes for our most vulnerable learners.

As a Teaching Assistant at the academy, you will be a highly motivated, organised and flexible individual who is skilled at supporting pupils to access learning and develop high levels of independence and resilience. The successful candidates will possess excellent interpersonal and communication skills and will have a desire to work with young people with SEND and their families. They will be aware of the variety of barriers to learning facing young people yet hold the highest aspirations for Co-op Academy North Manchester pupils. They will also be committed to and use a range of strategies that will ensure that all pupils are given the very best opportunities to be successful in all areas of their lives.

We are looking for Teaching Assistants with either experience of working with young people with SEND or those who are wanting experience of working in an educational setting prior to undertaking a teaching qualification. Our teaching assistants will be able to develop and sustain strong routines, inspire pupils to engage widely across school, for example in extra curricular activities and leadership roles, and will maintain the highest of standards at all times.

The SEND department at Co-op Academy North Manchester comprises a SENDCO, an Assistant SENDCO, a deputy Assistant SENDCO, a team of Higher Level Teaching Assistants and a number of experienced Teaching Assistants. All members of the team act as key workers for specific pupils and build high quality relationships with the families of those children. To support the working of the SEND team there is also an experienced pastoral team including Head of Year and Pastoral Managers for each year group, Safeguarding Professionals and Attendance Officers.

Co-op Academy North Manchester offers high quality CPD for its staff alongside a Co-op benefits package. It is expected that the successful candidates will be committed to their own continuing professional development and also take opportunities to continue to develop others. The academy has an Associate Staff Lead for CPD and offers bespoke training as well as opportunities for further development across Co-op Academies Trust.

The academy is part of the Co-op Academies Trust and it is therefore expected that the successful candidate will be committed to both the vision and values of the school and the demonstrating of these within their role.

### Shaping the Future

Teaching Assistants will work within the SEND Team and with colleagues across the academy to deliver a shared vision for the personal development, attitude and safeguarding for pupils with SEND.

- Developing the strategic vision and direction for the Academy, based on analysis of local and national need.
- Ensuring that the SEND offer reflects the Academy's vision and values and those of our Trust.
- Playing an active role in raising the aspirations and ambitions of our pupils, their families and carers and the local community.

## Specific Areas of Responsibility

- Working with allocated pupils who may have special educational needs and disabilities both individually and in small groups, either in the classroom or through other interventions
- Establishing productive working relationships with pupils, acting as a role model and key worker providing support, encouragement, guidance and assistance for learning, independence, practical activities and social skills.
- Setting high personal standards of classroom practice to encourage effective learning and supporting pupils to achieve high standards of attainment and behaviour.
- Encouraging pupils to interact with others in a positive manner through supporting the development of their social skills, resilience and ability to make positive choices.
- Monitoring, tracking and analysing the impact of interventions and recording pupils' achievement and progress.
- Writing and updating Access to Learning Plans as appropriate, in collaboration with pupils, parents and the SEND team
- Establishing constructive relationships with parents and carers to review pupils' progress, exchange information, and support the highest standards of attendance.
- Ensuring that pupils with SEND have access to all aspects of home learning and supporting home, school and multi-agency links.
- Ensuring that pupils with SEND have access to all aspects of academy life including extra-curricular activities and trips.
- With appropriate training attend to children's personal needs, including pastoral, social, health, physical, hygiene, minor first aid and welfare matters including the delivery of therapy and programmes of work as directed by the SENDCO.
- Challenging and motivating pupils, reinforcing self-esteem and promoting the inclusion and acceptance of all pupils.
- Carrying out escort duties as appropriate.
- Attending parents evening and open evenings.
- Facilitating exam access arrangements by taking on the role of scribe, prompt or practical assistant.

## General Responsibilities

- Working effectively and collaboratively with the SEND team in order to ensure the best possible outcomes for pupils with SEND
- Attending meetings and make a valid and positive contribution within the SEND department in order to continue to develop inclusive provision and support pupils and staff at Co-op Academy North Manchester
- Liaising and communicating effectively in a timely manner with pupils, staff, parents and external agencies.
- Adhering to strict confidential practices in relation to all personal information relating to pupils.
- Undertaking a series of before school, break, lunch and after school duties as appropriate to the role ensuring that pupils are safeguarded and observed during social times and between lessons.
- Actively participating in staff development, training and relevant CPD including performance management.
- Observing Co-op Academy North Manchester's Equal Opportunities Policy, supporting and celebrating difference.
- To contribute to the overall ethos/work/aims of the academy.
- Being aware of and complying with policies and procedures relating to child protection and safeguarding, health, safety, security, confidentiality and data protection,
- To work occasional additional hours where appropriate to the role Any other reasonable duties as requested by the Principal.

PERSON SPECIFICATION - TEACHING ASSISTANT

SKILLS	Essential	Desirable
Ability to work independently with groups/classes of young people	Y	
Ability to listen and communicate effectively	Y	
A thorough understanding of classroom roles and responsibilities	Y	
Ability to build and maintain effective working relationships young people and colleagues	Y	
Ability to promote a positive ethos	Y	
Ability to work with young people at all levels regardless of specific individual need or levels of ability and identify learning styles as appropriate	Y	
Ability to adapt own approach in accordance with pupil needs	Y	
Ability to work effectively in a high pressure environment	Y	
Excellent personal literacy and numeracy skills	Y	
Good organisational and administrative skills	Y	
<b>KNOWLEDGE &amp; UNDERSTANDING</b>		
Successful experience of supporting pupils with SEND		Y
Successful experience of working collaboratively with teachers		Y
Planning and delivering a programme of work and evaluating its impact		Y
Experience of being a proactive member of a SEND team		Y
Experience of working with pupils with a range of needs.		Y
Working knowledge of relevant policies/codes of practice/legislation		Y
Working knowledge of strategies for raising standards of attainment for pupils with SEND		Y
Knowledge of outside agency support for pupils with SEND and how to access this		Y
Understanding of the role of parents and carers in the education of pupils.	Y	
Understanding of principles of child development, learning styles and independent learning.		Y
Understanding of inclusion, especially within a school setting	Y	
Experience of preparing resources to support learning		Y
Effective use of ICT to support learning		Y
<b>Qualifications</b>		
GCSE Maths & English Grade C or above	Y	
A'levels, Level 3 or equivalent in any subject area		Y
Degree		Y
Recent participation in a range of relevant in-service training/professional development relevant to the role	Y	
<b>PROFESSIONAL VALUES AND PRACTICE</b> Must be able to demonstrate all of the following		
A desire to develop professionally and take part in all training and development opportunities relevant to the post.	Y	
High expectations of all young people; respect for diversity	Y	
Commitment to raising the educational achievements of young people	Y	
Ability to demonstrate reliability and integrity.	Y	
Ability to build and maintain successful relationships with young people, treat them consistently, with respect and consideration.	Y	
To have a presence and to personally demonstrate and promote the positive values, attitudes and behaviour expected from the young people with whom they work.	Y	
Ability to work collaboratively with colleagues, knowing when to seek help and advice	Y	
Ability to work flexibly and to manage time effectively	Y	
Able to liaise sensitively and effectively with young people, parents and carers	Y	
Able to improve own practice through observations, evaluation and discussion	Y	

Support and actively promote the values and beliefs of the Academy	Y	
Communicate effectively, verbally and in writing, using standard English with a wide range of people.	Y	
Excellent attendance and punctuality record	Y	
ICT skills for professional use	Y	
The ability to work independently and as part of a team	Y	

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles.