STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

TEACHING AND LEARNING ASSISTANT (LEVEL 3)

JOB DESCRIPTION

JOB SUMMARY:

To promote a culture of educational excellence, rooted in God's Word, enriched by the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB PURPOSE:

1. Provide outstanding support to enable students with additional needs including those with SEN to play a full and active part in the life of the school and to make outstanding progress in their learning.
2. Support the teacher in the classroom and in preparation for lessons.
3. Support children in their educational and social development.
4. Help to develop programmes of learning activities and adapting appropriate materials.
5. Motivate and encourage students.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1 Support for Students

1.1 Provide one to one, small group and/or in class support for identified students with additional needs including those with a statement of special educational needs (or an Education, Health and Care Plan).

1.2 In providing support, to employ teaching strategies to encourage the student to work with increasing independence within a group and class.

1.3 Adapt or modify materials and resources to ensure full access to a broad and balanced curriculum.

1.4 Support student access to the curriculum by differentiating learning activities where appropriate.

1.5 Develop a positive relationship with the student to support progress and attainment and promote self-esteem and independence.

1.6 Support the student as part of a planned inclusion programme and provide intervention strategies and programmes as requested.

1.7 Deliver intervention and support strategies for specific students as directed by the teacher.

1.8 Provide feedback to the student on their progress, achievement and attainment.

1.9 Support the use of ICT in learning activities.

2 Support for Teachers

2.1 Provide information and support to teachers and other support staff as to the most effective methods of support for students with learning needs.

2.2 Liaise with the SENDCO and specialist staff (e.g. Occupational Therapist or Speech and Language Service) as requested to receive and disseminate advice given to effectively support the student across curriculum areas.

2.3 Liaise sensitively and effectively with parents and carers and participate in feedback meetings with parents under the teacher's supervision.

2.4 Assist the SENDCO in the development, monitoring and review of the student's support plans.

2.5 Attend specific training as and when required or requested by the SENDCO.

2.6 Assist in student supervision and management of student behaviour, in line with school procedures.

2.7 Be responsible for keeping and updating records as agreed with the teacher, contributing to the reviews of records and systems as requested.

2.8 Support the teacher by contributing to the delivery of local and national learning strategies and recording achievement, progress and providing feedback to the teacher.

2.9 Report on student achievement, progress and issues in a suitable format.

2.10 Administer and contribute to the invigilation of examinations as required.

3 Support for the School

3.1 Support the maintenance and enhancement of the school's ethos and mission through their own outstanding professional conduct and high expectations of others.

3.2 Be aware of and comply with policies relating to safeguarding (including child protection), health and safety, confidentiality and data protection.

3.3 Assist in providing an atmosphere in which effective learning can take place.

3.4 Support the promotion of positive relationships with parents and outside agencies.

3.5 Work within school policies and procedures.

3.6 Attend and participate in individual and team meetings as required.

3.7 Undertake personal development and improve own practice through training, observation, evaluation and discussion with colleagues including performance management and use this to support others.

3.8 Accompany teaching staff and students on visits, trips, out of school activities and enrichment programmes and take responsibility for a group under the supervision of a teacher.

3.9 Assist with the supervision of students out of lesson time including before school, during breaks and lunchtime and after school.

3.10 Work as part of a team and support the role of other people in the team.

4 Other Responsibilities

4.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.

4.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.

4.3 Contribute to the wider life of the Trust and the Star community.

4.4 Carry out any such duties as may be reasonably required by the Trust.

5 Records Management

5.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.

STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by: App Form	Assessed by: Interview/ Task
QUALIFICATIONS				
1.	NVQ Level 3 Teaching Assistant or A Level or equivalent.	**E**	✓	
2.	5 GCSEs including English and Maths at grade 9-4/A*- C.	**E**	✓	
3.	Evidence of continuous professional development.	**E**	✓	
EXPERIENCE				
4.	Working with children in a secondary school or other setting.	**E**	✓	✓
5.	Supporting children with special educational needs (SEN).	**E**	✓	✓
6.	Supporting children with English as an additional language (EAL).	**E**	✓	✓
7.	Supporting students who have specific difficulties, such as ASD/ADHD/SPld.	**D**	✓	✓
8.	Working with students who have physical disabilities.	**D**	✓	✓
9.	Contributing to development, monitoring and review of IEPs.	**E**	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
10.	Ability to maintain positive relationships with students, parents and staff.	**E**	✓	✓
11.	Ability to work effectively within a team.	**E**	✓	✓
12.	Effective classroom and behaviour management skills.	**E**	✓	✓
13.	Ability to communicate effectively in English.	**E**	✓	✓
14.	Ability to communicate effectively in community languages.	**D**	✓	✓
15.	Good ICT skills for word-processing, use of learning software and accessing on-line resources.	**E**	✓	✓
16.	Knowledge of the secondary curriculum.	**D**	✓	✓

			Assessed by:	
No	**CATEGORIES**	**Essential/ Desirable**	**App Form**	**Interview/ Task**
17.	Knowledge of strategies to support students with specific SEN e.g. physical disabilities, visual and/or hearing impairment.	**D**	✓	✓
PERSONAL QUALITIES				
18.	A strong belief in the value of education in developing citizens.	**E**	✓	✓
19.	Highest levels of professional and personal integrity.	**E**	✓	✓
20.	A strong commitment to inclusion and overcoming barriers to learning and achievement.	**E**	✓	✓
21.	Personal resilience, persistence and perseverance.	**E**	✓	✓
22.	Commitment to undertaking additional training where required.	**E**	✓	✓
23.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	**E**	✓	✓
24.	A strong commitment to the Trust value of 'Service'.	**E**	✓	✓
25.	A strong commitment to the Trust value of 'Teamwork'.	**E**	✓	✓
26.	A strong commitment to the Trust value of 'Ambition'.	**E**	✓	✓
27.	A strong commitment to the Trust value of 'Respect'.	**E**	✓	✓
28.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	**E**	✓	✓
29.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and Christian ethos of the Establishment.	**E**	✓	✓