

**Batley Multi Academy Trust - Job Description**

<b>Trust/School Post:</b>	<b>Batley Grammar School</b>
<b>Department:</b>	<b>SEN</b>
<b>Post:</b>	<b>Educational Teaching Assistant</b>
<b>Grade:</b>	<b>6</b>
<b>Accountable to:</b>	<b>SENDCo</b>
<b>Responsible for:</b>	<b>N/A</b>
<b>Purpose of Job</b>	
To work closely with individual students or small groups to provide specific support to meet their individual learning needs.	
<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>● Support teachers in lessons/intervention sessions with individual students or small groups to help them understand the content of the lesson.</li> <li>● Provide day to day support to students in terms of their attainment, behaviour and wellbeing regardless of their starting point or background.</li> <li>● Work closely with other staff such as Year Leaders and Teachers to ensure that students are appropriately supported.</li> <li>● Liaise with parents/carers where necessary.</li> <li>● Attend meetings with departments and/or the SEND team.</li> <li>● Assist teachers in the planning cycle and the management/preparation of resources.</li> <li>● To provide basic clerical duties where required e.g. photocopying, filing, displays for departments where required.</li> </ul>	
<b>Additional Information</b>	
<ul style="list-style-type: none"> <li>● Undertake any such duties commensurate with the post as directed by the Headteacher/Line Manager.</li> <li>● As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.</li> <li>● A good knowledge and understanding of the Data Protection Act 2018 and a willingness and commitment to ensure compliance of this and any associated data-related legislation.</li> <li>● Develop and maintain an awareness of mental health issues affecting both colleagues and students/learners and in act in a supportive way that helps others and enables them to be open about any issues affecting them.</li> </ul>	

**Batley Multi Academy Trust - Employee Specification**

<b>Post: Educational Teaching Assistant</b>	<b>Grade: 6</b>
---------------------------------------------	-----------------

Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

<b>Qualifications, Skills, Experience</b>	<b>Essential/ Desirable</b>	<b>Method of assessment</b>
Education to A Level standard (or equivalent).	Essential	Certificates
NVQ L3 for Teaching Assistants (or equivalent qualifications) or experience.	Essential	Certificates
Experience of working with children/young people.	Essential	Application Form/ Selection Process
Experience of assisting classroom teachers in delivering the curriculum and supporting learning in a school setting.	Essential	Application Form/ Selection Process
An understanding of child development and learning.	Essential	Application Form/ Selection Process

<b>Performance Attributes</b> <i>Please note, all the following criteria are <b>essential</b></i>	<b>Method of assessment</b>
Good literacy and numeracy skills.	Application Form/ Selection Process
Effectively communicates and exchanges orally or in writing.	Application Form/ Selection Process
Works cooperatively as part of a team, taking responsibility for Activities.	Application Form/ Selection Process
Takes a flexible approach to changing priorities or unexpected situations.	Application Form/ Selection Process
Recognises the importance of continued professional development.	Application Form/ Selection Process
Works with integrity and professionalism.	Application Form/ Selection Process