

# **Bishop Rawstorne**

## **Church of England Academy**



Fortiter Et Fideliter

## **Teaching Assistant 2B**

### **Job Application Pack**

**Temporary Contract (from 21 August 2023  
for one year)**



## JOB DESCRIPTION

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JOB ROLE:	TEACHING ASSISTANT 2B
SALARY GRADE:	GRADE 5 (£21,968 – £24,054 PRO RATA) ACTUAL SALARY IS £13,119 – £14,364 26.25 HOURS PER WEEK – TERM TIME ONLY
REPORTING TO:	SENCO

### OVERALL PURPOSE

In line with the clear guidance provided by teachers and the SENCO, the core purpose of the job is to support the educational, personal and social development of students, including those with any additional needs. This is achieved by establishing and developing positive relationships with students and maintaining high expectations for all.

### ROLES AND RESPONSIBILITIES

#### Main Responsibilities

- To be committed to the mission statement and the aims of a serving Christian academy.
- Under the general supervision and direction of the teacher, to implement structured learning activities and assist individuals/groups of students to complete tasks.
- To monitor student progress and provide feedback to the class teacher.
- To implement specific programmes with individuals and groups, appropriate to development and curricular needs.
- To develop positive relationships with students to support their progress and attainment.
- To undertake activities to assist in monitoring the personal, social and emotional needs of students.
- To assist in the devising of student's individual targets and their monitoring and review.
- To support students as part of a planned inclusion programme.
- To assist in the development of varying skills that support students' learning.
- To assist in the specific medical/care needs of students, when specific training has been undertaken.
- To undertake the role of class supervision when required from time to time.
- To manage the behaviour of students in line with school policies, using positive techniques in an environment of mutual respect, which allows students to feel safe and secure and promotes their self-esteem.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To ensure the health and safety of themselves, other people and the students in their care.
- To assist in the production of teaching resources.
- To liaise with the nominated person in respect of student absence.
- To provide clerical and administrative support when needed.
- To fulfil any break or lunchtime duties, if required.
- To work within school policies and procedures.

#### Safeguarding

- To adhere to the school's safeguarding policies and procedures and undergo safeguarding training.
- To review the current 'Keeping Children Safe in Education' guidance (and other documentation as directed) and undertake regular refresher training for safeguarding.

## Professional Standards and Development

- Be a role model to students through personal presentation and professional conduct.
- Establish effective working relationships with professional colleagues and associate staff.
- Be aware of the role of the Governing Body of the academy and support it in performing its duties.
- Be familiar with and implement the relevant requirements of the current SEND code of Practice and the Disability Discrimination Act.

## Health and Safety

- Be willing to undergo Basic First Aid training and update courses as appropriate.
- To support the implementation and operation of the School's Health & Safety policy ensuring that students adhere to it.
- To be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- To co-operate with the employer on all issues to do with Health, Safety & Welfare.

## Data Protection and Data Security

- To ensure strict confidentiality in all areas of work.
- To work and process personal and sensitive information in accordance with the Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To ensure work is conducted in a way that protects the safety and security of information (e.g. strong passwords, reporting breaches, securing paper records, securely disposing of records) in line with all school policies relating to data protection and data security.
- Undergo relevant induction and refresher training in regard to data protection and data security.

## Continuing Professional Development

- Undergo induction within a Christian context to be fully aware of the responsibilities, culture and ethos of Bishop Rawstone as a Church of England school.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

## STAFF CONDUCT

This is a Church of England Academy. All staff are expected to familiarise themselves with our Christian ethos and ensure it is maintained and wherever possible further developed.

We expect our staff to be positive role models for all students, members of staff and visitors to the school and expect professional conduct based on mutual respect, good manners, politeness and common courtesies.

The school expects staff to wear professional business dress mirroring our high expectations of the student dress code.

## GENERAL NOTES

Please note that this is illustrative of the general nature and level of responsibility of the role and this document is considered to provide an outline of the areas that this role involves.. It is not a comprehensive list of all tasks that the Teaching Assistant 2B will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher. This document does not preclude the postholder developing systems and structures not specifically mentioned but related to their broad areas of responsibility. The roles outlined above are indicative and do not preclude anything else which may be reasonably requested commensurate with the post held and duties undertaken. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.



# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>NVQ Level 2 Teaching Assistant/childcare qualification, or relevant experience</p> <p>GCSE English &amp; Maths at Grade C / 4, or equivalent</p>	
EXPERIENCE	<p>Experience of working with or caring for young people</p> <p>Experience of supporting students with SEND</p> <p>Experience of working in a relevant classroom / service environment</p> <p>Awareness and understanding of best practice to ensure appropriate safeguarding</p>	<p>Experience of supporting students with challenging behaviour</p>
SKILLS AND QUALITIES	<p>An enthusiasm for working with young people</p> <p>Ability to work as part of a team and establish good working relationships</p> <p>Ability to supervise and assist students</p> <p>Helpful, positive, calm and caring nature</p> <p>Be motivated to continually improve standards</p> <p>Excellent time management skills</p> <p>Ability to keep highly organised and adapt to change</p> <p>Genuine passion and belief in the potential of every student</p> <p>Ability to make effective use of all resources (including IT)</p> <p>Ability to use own initiative and work well under pressure</p> <p>An understanding of the importance of confidentiality and discretion</p>	<p>A knowledge of classroom roles and strategies; for example, numeracy and literacy strategies</p> <p>Administrative skills</p>
COMMITMENT	<p>To the mission statement and aims of a Christian school and to the safeguarding and welfare of all students and staff</p> <p>Commitment to raising attainment and aspirations of students</p> <p>To school INSET days, CPD and becoming familiar with and being actively involved in the full life of the academy</p> <p>Commitment to equality and diversity</p> <p>Commitment to Health &amp; Safety</p> <p>Commitment to attendance at work</p>	