



JOB DESCRIPTION & Person Specification

POSITION	Teaching Assistant
SALARY	P1- £22,740 to P-5 £25,117 per annum [Actual Pay]
HOURS	40 hours per week
FULL TIME EQUIVALENT	Term Time Only [39 weeks per annum]
CONTRACT TYPE	Permanent
RESPONSIBLE TO	Phase Leader
RESPONSIBLE FOR	N/A
LOCATION	Mossbourne Parkside Academy
KEY WORKING RELATIONSHIPS	Teaching Staff and Students

Background

Mossbourne is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Mossbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning. The Federation's calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically.

The Mossbourne Federation consist of four academies: Mossbourne Community Academy (MCA) secondary and sixth form, Mossbourne Victoria Park Academy (MVPA) secondary, Mossbourne Parkside Academy (MPA) and Mossbourne Riverside Academy (MRA) both primary.

The Mossbourne Federation is actively seeking to increase the proportion of our workforce who come from diverse backgrounds. We particularly welcome applications from people of Black, Asian and other minority ethnic descent. Injustice, discrimination and intolerance go against the core tenets of the Mossbourne ethos. We actively reject discrimination in our academies through continuous review of our working policies & practices across the federation, including at board level. We are committed to developing & supporting inclusivity, diversity & anti-racism in every facet of what we do.

Mossbourne Parkside Academy (MPA)

At Mossbourne Parkside Academy (MPA) we continue to build on The Mossbourne Federation ethos, providing an exceptional education for all pupils in our care. With learning at the heart of everything we do, we continue to raise expectations and achievement in Hackney and its neighbouring boroughs with the belief that all children can fulfil their true potential. Our staff deliver excellent lessons, and our pupils enjoy a vibrant enrichment programme. Our excellent teaching staff work in a rewarding environment where everyone pulls together for the same thing - the best possible deal for our pupils.

If you want to be part of the team that is improving the future of our students, then read on!

JOB SUMMARY

The successful applicant will be passionate about education. They will be well organised and willing to go the 'extra mile' and will be focussed on the attainment of all pupils. To support and ensure the general care and welfare of all the children in the academy and to assist the teachers in the education process supporting children in their learning and the daily routine of the class.

This post is complimentary to that of the teacher, working in partnership to help further the aims of the academy. You will be required to carry out a wide variety of tasks under the direction and supervision of the teaching staff. These tasks will include assisting and supporting teachers in their professional duties and supervising children's work and play activities.

Main Duties & Responsibilities

- Maintaining the care and wellbeing of all children in the academy.
- Ensuring the health and safety of all pupils in the classroom and throughout the academy in accordance with the academy's policy.
- Support the teaching staff with children's learning (and play activities), working with groups / individual children on tasks as directed by the class teacher.
- Assisting with the preparation and arrangement of teaching and practical areas.
- Preparing visual aids / mount work for displays / photocopy materials.
- Encouraging children to meet the standards of behaviour set out in the academy 's policy.
- Supervising children using the cloakroom, toilet facilities and the supervision of children with staff at playtime.
- Administering first aid and prescribed medicines to children as necessary and when qualified.
- Maintaining records of injuries and names of children receiving regular medication upon request of the Assistant Principal for Inclusion and Achievement.
- Inform parents / emergency contacts as necessary and as instructed by the Principal.
- Assisting with preparation for academy visits and the supervision of children on such visits.
- Assisting with the maintenance / monitoring / ordering of stock.
- Assisting with the maintenance of the resource's library and curriculum areas as appropriate.
- Recording TV / radio programmes for academy use.
- Attend courses / training sessions in order to support individual professional development of the academy.
- You may be asked to assist with concerts, fetes, photographer etc.
- You may be asked to work towards a current First Aid Certificate.

The successful applicant will contribute to the academy's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the academy's Equal Opportunities framework.
- Commitment and contribution to improving standards for pupils as appropriate.
- Acknowledging Customer Care and Quality initiatives.
- Contributing to the maintenance of a caring and stimulating environment for pupils.

Person Specification				
E Essential Or D Desirable	Requirements	Assessment Criteria		
		Interview	Application Form	Task / Lesson
Experience				
D	Experience of working with children with complex and special needs and knowledge of strategies	X	X	X
D	Experience of support work in an inner-city, multicultural academy	X	X	
E	Experience of working on a one-to-one basis with children with specific needs under the direction of qualified teachers	X	X	X
E	Experience of helping to deliver teaching programmes under the direction of qualified teachers to small groups of children	X	X	X
D	Experience of monitoring children's achievement and issues relating to underachievement of children	X	X	
E	Knowledge, understanding and commitment to equal opportunities	X	X	
D	Knowledge of strategies to engage reluctant or underachieving learners	X	X	X
D	Knowledge of strategies to support children in acquiring the English Language	X	X	
Qualifications				
D	A recognised qualification in Child Development/ Early Years/ Numeracy and Literacy/Special Education Needs		X	
D	Level 3 Qualification Desirable		X	
D	First Aid qualification		X	
IT knowledge				
D	Strong working knowledge of the MS Office Applications		X	
D	Ability to swiftly adapt to and utilise new/various systems / software		X	
D	Effective & appropriate use of ICT in lessons & across Learning Area		X	X
Behavioural Competencies				
E	Excellent communication skills	X		X
D	Strategic approach, ability to see the 'big picture'	X		
E	Commitment to meeting deadlines internally and externally ensuring output consistently is of an exemplary standard	X		
E	The upmost integrity and high levels of motivation & commitment.	X		
E	Proactive approach & efficient time management & prioritisation skills	X		
E	Genuine interest & passion for the education of young people & the will to contribute to the wider life & community of the Federation	X	X	
Applicable to all staff				
E	Undertake training as required to fulfil the requirements of the role	X	X	X



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E	Support Mossbourne's efforts both verbally and non-verbally (i.e. Via actions and attitude), including adjusting performance and practice in accordance with Mossbourne's initiatives and findings	X	X	X
E	Recognise your role as part of the succession of Mossbourne	X	X	X
E	Play an active role in terms of Safeguarding all students and adults	X	X	X

Mossbourne Federation reserves the right to modify this job description to ensure the needs of the Federation & students are met. Mossbourne Federation provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability or status. The document is not a comprehensive list; it simply outlines expectations of this role. This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.