

JOB DESCRIPTION

Post title: Teaching Assistant

Grade/salary: Grade 4

Reports to: Head of Department

Direct report(s): None

Position: Full time, Term time only (44.4 weeks)

PURPOSE OF THE POST

To carry out a range of learning development, pupil welfare and administrative tasks to support students and teaching staff in the following key areas of operation in the Academy:

- Student support
- Teaching, classroom and examination support
- Assessment and recording of pupil progress

MAIN DUTIES AND RESPONSIBILITIES

- To establish a supportive relationship with assigned children and their parents and to promote and reinforce the child's self-esteem whilst promoting independent learning.
- To develop strategies and resources to be deployed for the benefit of assigned students and to work with the Inclusion Team Leader and teaching staff to plan and deliver intervention programmes for individuals and groups of students.
- To monitor the impact on student progress of intervention strategies used and to identify ways of developing practise. To keep relevant teaching staff and the SENCO fully informed of any issues.
- To attend meetings, conferences and courses to gather and share information essential for the efficient operation of student support and literacy and numeracy development within the school; specifically to liaise between teachers, assigned teaching faculties and the Inclusion Team to share good practice, etc.
- To support learning and teaching within the classroom and withdrawn with an assigned student or group or the whole class as appropriate.
- To provide support and care throughout the school day including breaks, lunchtime and after school.
- Any other agreed duties appropriate to and commensurate with the post

Personal Professional Development

- To continue personal development as agreed in performance management.
- To engage actively in the performance review process.
- To address the performance management targets set by the line manager.

Other Specific Duties

- To play a full part in the life of the Academy community, to support its distinctive aim, ethos and policies, and to encourage staff and students to follow this example.

Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Signature (Principal):..... Date:

Signature (post holder): Date:

PERSON SPECIFICATION

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Qualifications			
GCSE English and maths at Grade or equivalent	✓		Application form
Level 3 Teaching Assistant/Supporting Teaching and Learning Qualification		✓	
Experience, knowledge and understanding			
Relevant and recent experience of working with young people	✓		Application form / Interview
Experience of working with young people with special educational needs and/or disabilities		✓	
A thorough and practical understanding of issues related to improving students' progress and ensuring equality of opportunity both in and out of the classroom	✓		
Experience of supporting young people with improving literacy and numeracy skills as well as development social skills.		✓	
Ability to be self-motivated and work from own initiative	✓		
Ability to communicate effectively, orally and in writing with pupils and teachers	✓		
Good numeracy and literacy skills	✓		
Confident using technology	✓		
Quick learner	✓		
Personal attributes and qualities			
Able to work constructively as part of a team and as an individual	✓		Application form / Interview
Flexibility, empathy and patience	✓		
Able to forge positive relationships with young people	✓		
Friendly and approachable	✓		
Other			
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		Pre-employment checks
Health provider can ascertain their medical fitness for the post	✓		