

**Candidate Pack**

**Teaching Assistant**

UTC Leeds

**Contact - Hayley Stewart**

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**Job Description**

**Job Title: Teaching Assistant**

**Accountable to: Assistant Principal**

**Working Hours: 37.5 Hours per week.**

**Term Time plus 5 days**

**Salary: A1 / B1**

**Job Purpose:**

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

**Main Duties:**

* To attend to students’ personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
* To supervise and support students ensuring their safety and access to learning
* To establish good relationships with students, acting as a role model and being aware of and responding
* appropriately to individual needs
* To promote the inclusion and acceptance of all students
* To encourage students to interact with others and engage in activities led by the teacher
* To encourage students to act independently as appropriate
* To prepare classroom as directed for lessons and clear afterwards and assist with the display of student’s work
* To be aware of students’ support requirements/progress/achievements and report to the teacher as agreed.
* To undertake student record keeping as requested
* To support the teacher in managing students’ behaviour, reporting difficulties as appropriate
* To gather/report information from/to parents/carers as directed
* To provide clerical/administrative support/reception- photocopying, typing, filing, collecting money etc.
* To support students to understand instructions
* To providing 1:1 or small-group support to students to develop specific skills.
* To support students in respect of local and national learning strategies- literacy and numeracy
* To support students in using basic ICT as directed
* To prepare and maintain equipment/resources as directed by the teacher and assist students in their

use.

* To be aware of and comply with policies and procedures relating to child protection, health, safety and security, medical, confidentiality and data protection, reporting all concerns to an appropriate person.
* To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
* To contribute to the overall ethos/work/aims of the college
* To appreciate and support the role of other professionals
* To attend relevant meetings as required
* To participate in training and other learning activities and performance development as require
* To assist with the supervision of students out of lesson times, including before and after school and at lunchtimes
* To accompany teaching staff and students on visits, trips and out of school activities as required

**Any Special Conditions of Service:**

There may be a need to work outside of school hours and off school premises, as required by the college.

**Person Specification**

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| --- | --- | --- | --- |
| **Attribute** | **Essential** | **Desirable** | **How identified** |
| Qualifications/Experience | * Experience working with children (either paid or voluntary) * GCSE Maths and English grades ‘A - C’ or equivalent | * Hold a recognized qualification for working with school-aged children * Experience of working with children with Special Educational Needs * A Level 3 Qualification in Maths/English/Science | * Certificates * Application Form |
| Knowledge and Understanding | * Knowledge and understanding of what is meant by the term Special Educational Needs * Knowledge and understanding regarding Safeguarding, Child Protection and Prevent | * Knowledge of how to use IT facilities (eg computer, photocopier) * Experience of supporting students with Autism Spectrum Conditions/Specific Learning Difficulties e.g. dyslexia | * Interview * Application Form |
| Special Working Conditions | * Ability to work as part of a team to support the learning of pupils in school * Ability to assist children on an individual basis and in a small group * Ability to form positive and appropriate relationships with children * Ability to work as part of a team * Ability to liaise and communicate effectively with others * A commitment to safeguarding children |  | * Application Form * Interview * Reference |

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified

**Safeguarding Children and Vulnerable Adults**

### **UTC Leeds has a statutory and moral duty to ensure that the schools functions with a view to safeguarding and promoting the welfare of children and young people studying at the school. The post holder will be required to commit to the school child protection policy and promote a safe environment for children and young people learning within the school.   All posts are subject to enhanced Disclosure and Barring Service check. However, having a criminal record will not necessarily bar you from working with us this will depend on the nature of the position and the circumstances and background of your offences.**

**This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff, visitors and volunteers to share this commitment**

**Equality and Diversity**

All employees of UTC Leeds are required to promote equality and diversity in all aspects of the job.  Specifically, the jobholder will be required to support the School to meet the General Equality Duty under the Equality Act 2010 to:

* Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
* Advance equality of opportunity between people who share a protected characteristic and those who do not.
* Foster good relations between people who share a protected characteristic and those who do not.

The protected characteristics are;  Age, Disability, Gender Reassignment, Marriage/Civil Partnership, Pregnancy/Maternity Leave, Race, Religion or Belief, Sex, Sexual Orientation.

**Health and Safety**

It is the responsibility of all employees to co-operate with the school management in meeting the objectives of providing a healthy and safe place of work. Therefore, all staffmust carry out their work with reasonable care for the health and safety of themselves and other people. Accidents or near misses must be reported and safe working procedures must always be followed.

1. Duties will inevitably develop and change as the work of the school changes to meet the needs of our service. Employees should therefore expect periodic variations to job descriptions, UTC Leeds reserves this right. This job description will be supplemented on a regular basis by individual objectives derived from school strategies.
2. Where an applicant or existing employee is, or becomes, disabled (as defined by the DDA) and informs the College fully of their requirements, reasonable adjustments will be made to the job description wherever possible.