



Job Description

POST:	Teaching Assistant
RESPONSIBLE TO:	Principal, under the day-to-day management of the class teacher and/or Year Group Leader
KEY RELATIONSHIPS:	Academy Leadership Team; relevant teaching and support staff; external agencies; parents; local community; other Oasis Academies and Oasis Community Learning central staff
SALARY:	SCP M1 – UPS3 (Plus final salary pension scheme)
LOCATION:	Oasis Academy Arena
WORKING PATTERN:	37 hours per week - (term time only)
DISCLOSURE LEVEL:	Enhanced
JOB PURPOSE:	Within the Academy, helping to provide learning support for students of all abilities, including preparation and maintenance of resources and support to staff and students.

SPECIFIC RESPONSIBILITIES:

Support for students:

- To supervise and provide particular support for students, ensuring their safety and access to learning activities, under the guidance of the class teacher;
- Taking into account the learning support involved, to aid the students to learn as effectively as possible both in group situations and individually by, for example:
 - Clarifying and explaining instructions
 - Ensuring the child is able to use the equipment and materials provided
 - Assisting in weaker areas e.g. language, behaviour, social skills, reading, spelling, handwriting/presentation
 - Helping children to concentrate on and finish work set
 - Meeting physical needs as required whilst encouraging independence
 - Assisting with the development and implementation of Pathway Plans, Individual Behaviour Plans and Personal Care programmes
 - Developing appropriate resources to support the children
 - Providing support for individual children inside and outside the classroom to enable them to interact with others and engage in activities led by the teacher;
- Provide feedback to students in relation to progress and achievement, under the guidance of the teacher;
- Create and maintain a purposeful, orderly and productive working environment;

- Promote and ensure the health and safety and good behaviour of students at all times;
- To provide the necessary pastoral care to enable children to feel secure and happy;
- To establish a constructive relationship with the pupils and interact with them according to individual needs;
- To promote inclusion and acceptance of all children.

Support for teachers:

- Assist the class teacher (and other professionals as appropriate) in the development and planning of a suitable programme of support for students;
- Monitor students' responses to learning activities and accurately record achievement as directed;
- Provide detailed and regular feedback about the children to the teacher
- Contribute to the maintenance of the children's records;
- Participate in the evaluation of the support/learning programme;
- Promote good behaviour, dealing promptly with conflict and incidents in line with Academy policy, and encourage children to take responsibility for their own behaviour;
- Establish constructive relationships with parents/carers, remaining mindful of confidentiality at all times;
- Support class teachers in photocopying and other tasks in order to support teaching;
- Administer routine tests and undertake routine marking of children's work;
- Ensure Health and Safety remains a prime concern within the learning environment;
- Establish constructive relationships and communicate with other agencies/professionals as necessary;
- Liaise with the teacher, to support achievement and progress of students.

Support for the curriculum:

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses;
- Undertake intervention programmes linked to local and national learning strategies, recording achievement and progress, and feeding back to the teacher;
- Support the use of ICT in learning activities and develop students' competence and independence in its use;
- Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum.

Support for the academy:

- Be aware of and comply with the procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop;
- Contribute to the overall ethos/work/aims of the academy;
- Attend and participate in relevant meetings;



- Contribute to reviews of children’s progress as appropriate;
- Support Academy events, as appropriate;
- Participate in Quality Assurance and Performance Management procedures;
- Assist with displays within the class or phase area.as required;
- To take an active role in the Academy’s pastoral care of students;
- Set a good example in terms of dress, punctuality and attendance;
- Undertake other duties from time to time as required by the principal.

Safeguarding children and young people

Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Health and Safety Statement

So far as is reasonably practicable, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Oasis Community Learning Health and Safety policy, departmental policies and codes of practice.

OTHER:

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal.

The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Signed:

Employee:		Line Manager:	
Print Name		Print Name	
Date		Date	



Teaching Assistant Person Specification

Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the Education Charter document which accompanies this job description.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good numeracy/literacy skills (GCSE C equivalent) • NVQ 2 for Teaching Assistants or equivalent. 	
Experience, Skills and knowledge	<ul style="list-style-type: none"> • Experience of working with primary-aged children • A basic understanding of the principles of child development and learning processes • Ability to use ICT effectively to support learning • Clear understanding of policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities • A general understanding of national/foundation stage curriculum and other relevant learning programmes/ strategies. 	

Personal Qualities	<ul style="list-style-type: none">• Commitment to safeguarding and promoting the welfare of children and young people.• Willingness to undergo appropriate checks, including enhanced DBS checks.• Motivation to work with children and young people• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• Work constructively as part of a team, understanding classroom roles and responsibilities and the TA's position within these• Ability to self-evaluate learning needs and actively seek learning opportunities. • Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.	
---------------------------	--	--