

Job Description

Job Title	Teaching Assistant
Academy	Thomas Deacon Academy
Reports to	Higher Level Teaching Assistant
Contract	32.5 hours per week/ 45 Weeks (Term Time Plus 1 week)
Salary	Pathway 2, Point 4 - 8
Core Purpose	Working under the guidance of the teacher/Assistant Principal - SENDCo, provide support in addressing the needs of students who need particular help to overcome barriers to learning.

Key Responsibilities
<p>Supporting the Student</p> <ul style="list-style-type: none"> • Under the direction of the teacher, you will provide specialist learning support to individuals, small groups, or children with additional needs who would benefit from a different learning approach. • Encourage and promote the inclusion and acceptance of all students. • Assist with the development and implementation of Individual Learning Plans. • Aid the learning of students by: <ul style="list-style-type: none"> • Clarifying and explaining instructions; • Ensuring that the young person is able to use the equipment and materials provided; • Motivating and encouraging the young person as required; • Liaise with specialist services on behalf of individual students, e.g. educational psychologists, speech therapists, by agreement with the class teacher. • Provide feedback to students in relation to progress and achievement. • Promote literacy and numeracy. • Promote strategies to overcome barriers to learning for students with English as an Additional Language (EAL). • Promote and safeguard the welfare of all children and young people with whom contact is made in a professional context (within or outside of the Academy). <p>Supporting the Teacher</p> <ul style="list-style-type: none"> • Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate. • Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives. • Provide detailed and regular feedback to the teacher on student achievement, progress and other matters. • Contribute to behaviour management within the academy and take charge of situations to allow the teacher to continue to work with the rest of the class. • Undertake support activities for the teacher as required.

Supporting the Curriculum

- Implement local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Implement agreed learning activities/teaching programmes, adjusting activities according to students needs.
- Help students to access learning activities through specialist support.

Supporting the Academy

- Be aware of, and comply with, policies and procedures, e.g. child protection, health, safety and security, confidentiality and data protection, dealing with/reporting concerns to an appropriate person
- Be responsible for the provision of out-of-academy learning activities within guidelines established by the academy. Supervise students on visits and trips as required
- Contribute to upholding the core values and ethos of the academy.
- Support the DVP and SEND Coordinator in the review, implementation, development and monitoring of individual learning plans.
- Attend team and staff meetings and ensure minutes are followed up if unable to attend.
- Take part in the academy's staff development programme by participating in arrangements and opportunities for continuous professional development.
- Alert the DVP/SEND Coordinator of any persistent or major problems being experienced by students and contribute towards a solution.
- Establish good relationships, encourage good working practices and support other members of staff.
- Collate evidence for exam concessions.

General Responsibilities

- Take on any additional responsibilities which might from time to time be reasonably determined
- Create and maintain positive and supportive relationships with staff, parents, business, community and other partners including the Board
- To engage with appropriate training opportunities to promote professional effectiveness in this role
- To promote a flexible approach to meet the changing needs of the Academy.
- To ensure that teaching and other staff receive adequate support to meet educational and operational objectives
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Note: Every job description in the organisation will be subject to a review either:

- **On an annual basis at the time of the annual appraisal meeting, or**
- **As a result of a change in strategic direction, or**
- **As a result of a team/operational requirements, or**

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date

Person Specification

Attribute	Essential or Desirable	Assessment
Qualifications		
GCSE Maths & English	E	A
Knowledge and Understanding		
Basic knowledge of Microsoft package	D	A/I
Skills and Abilities		
Ability to communicate with students and staff	E	A/I
Ability to be flexible, reliable and punctual	E	A/I
High levels of concentration and stamina	E	A/I
Possess precise attention to detail	E	A/I
Basic computer skills	D	A/I
Experience		
Have previous experience in an exams setting	D	A/I
Have experience working in a school environment	D	A/I
Personal Commitment		
Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A

Assessment methods

A – Application I – Interview T – Task/Activity L – Lesson Observation R – References