

# Job Description

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| <b>POST:</b>              | Teaching Assistant   |
| <b>RESPONSIBLE TO:</b>    | Principal, Assistant Principal   |
| <b>GRADE:</b>             | SCP 05 – 07 Pro Rata (FTE £19,312 - £20,092)   |
| <b>KEY RELATIONSHIPS:</b> | Academy Leadership Team; relevant teaching and associate staff; LA representatives; partner professionals; parents; local community; other Oasis Academies and Oasis Community Learning central staff.   |
| <b>LOCATION:</b>          | Oasis Academy Leesbrook, Oldham  |
| <b>WORKING PATTERN:</b>   | Full-time and as described in the School Teachers' Pay and Conditions Document, Term Time only   |
| <b>JOB PURPOSE:</b>       | Within the Academy, helping to provide learning support for students of all abilities. To provide specialist support in a specific curricular/resource area, including preparation and maintenance of resources and support to staff and students. |
| <b>DISCLOSURE LEVEL:</b>  | Enhanced   |

## **Job Purpose:**

- To undertake education support duties and assist the class teacher in the day to day needs of the students in their care, to enable the teacher to implement the curriculum and respond to the students' needs.
- To maintain complete confidentiality on all school matters.
- Provide support for class teachers and help children with their educational and social development, both in and out of the classroom.
- To contribute to the provision for children within a class or year group.
- To contribute to the promotion of the well-being of children within the Academy.
- To promote and safeguard the welfare of children you teach or come into contact with.
- Be responsible, as a member of staff, for promoting and developing a positive culture and to ensure diversity within the Academy community is recognised and respected.
- Contribute to the development of the Academy's vision, values and aims and to abide by agreed professional behaviours and attitudes.
- To supervise children during breaks and lunch

## **Main duties and responsibilities:**

- Provide students with the level and type of support specified by the teacher, whilst at the same time encouraging the students towards independence and accepting responsibility for their own behaviour.
- Establish a good relationship with students by using language and other communication skills that the students can understand and relate to.
- Encourage students to interact with each other in an appropriate and acceptable manner.
- Promote positive student behaviour in line with Academy policies by the use of praise and encouragement.
- Help students with hygiene, where necessary.
- To assist with language and other activities under the direction of the teacher.

- To supervise and support the activities of individual and groups of children under the direction of the teacher.
- To undertake supervision during the mid-morning lunch breaks and to deal with unruly behaviour and, where necessary, report difficulties to a member of the teaching staff. Supervise children in the dining area ensuring good standards of behaviour and manners and reporting any incidents of unacceptable behaviour to the Principal or other member of the Senior Leadership Team.
- Work under the direction of the teacher to prepare and maintain an effective learning environment, by preparing work materials and apparatus and clearing up afterwards.
- Set out learning materials as directed by the teacher so that students are able to participate safely and effectively in the planned activities.
- To liaise regularly with the teacher and/or take part in planning meetings, inset days and any other meetings as required.
- Provide consistent and effective support for colleagues in line with the requirements and responsibilities of your role.
- To assist in the recording of lessons and assessment as required by the teacher.
- To take part in training activities offered by the Academy and the county to further knowledge.
- To take part in activities and internal/external events, as may be required.

### **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.

# 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 Community Learning 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  |
|----------------------------|---|--|
| Education & Qualifications | <ul style="list-style-type: none"><li>• GCSE / O Level English and Maths</li><li>• Experience of establishing positive relationships with children</li><li>• Experience of preparing basic materials for children</li></ul> | <ul style="list-style-type: none"><li>• Grade C equivalent GCSE Maths and English</li><li>• A basic knowledge of National Curriculum requirements for the sector</li><li>• A basic knowledge of Health and Safety requirements in a school environment</li></ul> |

|                                  | Essential  | Desirable   |
|----------------------------------|--|---|
| Experience, Skills and Knowledge | <ul style="list-style-type: none"> <li>• Ability to use language and other communication skills that children can understand and relate to</li> <li>• Ability to demonstrate active listening skills</li> <li>• Ability to empathise with the needs of children</li> <li>• Ability to undertake observations of individual students and complete lesson records under the direction of the teacher</li> <li>• Ability to work within and apply all Academy policies e.g. behaviour management, Health &amp; Safety, Equal Opportunities, Safeguarding, Confidentiality</li> <li>• Ability to work effectively with colleagues</li> <li>• Ability to maintain confidentiality.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children</li> </ul> | <ul style="list-style-type: none"> <li>• Understanding of the role of the class teacher, the parent or carer in developing and maintaining an effective learning environment</li> <li>• Current first aid certificate</li> <li>• Ability to work on own initiative, including recognition of the appropriate level at which to refer issues elsewhere for effective resolution</li> <li>• Basic knowledge of IT</li> <li>• Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.</li> <li>• Ability to reflect</li> <li>• Ability to demonstrate patience with firmness.</li> </ul> |
| Work Circumstances               | <ul style="list-style-type: none"> <li>• Commitment to safeguarding and promoting the welfare of children.</li> <li>• Willingness to undergo appropriate checks, including enhanced DBS checks.</li> <li>• Motivation to work with children.</li> <li>• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.</li> </ul>  |   |