



The Henry Box School

Founded 1660

Job title: **Teaching Assistant**

Responsible to: School Leader: Inclusion

Manages/Supervises: None

Location: The Henry Box School
The post holder may be required to carry out work and/or training at any of the Mill Academy Schools as required.

Salary: **Grade 4**
(Grade 5 may be considered dependant on experience and qualifications)

Working Pattern: 32.5 hours per week
(Although part time and job share applications may be considered)
Term-time only
Occasional requirement to work outside of contracted hours or on inset days (for which payment for additional hours will be made)

Disclosure level: Enhanced

Role Purpose:

Under the direction of the School Leader: Inclusion work as part of a team to promote the emotional, physical and educational development of pupils, including those with special needs.

Main responsibilities:

Support for Pupils

- Supervise and provide support for all pupils, including those with special needs, ensuring their safety and access to learning activities;
- Contribute to the monitoring and delivery of Individual Education Plans (IEPs)
- Establish constructive relationships with pupils and interact with them according to individual needs; to ensure that pupils achieve learning targets.
- Promote the inclusion and acceptance of all pupils;
- Encourage pupils to interact with others and engage in activities led by the teacher;
- Set challenging and demanding expectations and promote self-esteem and independence;





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- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

Support for Teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- Use strategies, in liaison with the teacher, to support pupils to achieve learning targets;
- Assist with the planning and supervision of learning activities;
- Monitor pupils' responses to learning activities and take responsibility for maintaining accurate special needs records in accordance with school policies and data protection.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with school and Trust policies and encourage pupils to take responsibility for their own behaviour;
- Establish constructive relationships with parents/carers;
- Administer routine tests and support in exams providing suitable access arrangements as directed by the School Leader: Inclusion.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses;
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, recording achievement and progress and feeding back to the teacher;
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use;
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
- Lead small group intervention programmes in literacy, numeracy, or social/emotional wellbeing.

Support for the School and the Trust

- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop;
- Contribute to the overall ethos/work/aims of the school;
- Appreciate and support the role of other professionals;
- Build successful relationships with students, parents, teaching staff, support staff and outside agencies.
- Carry out the supervision of pupils out of lesson times, including before and after school, breaks and at lunchtime;
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the trip leader.



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Additional Responsibilities:

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve school outcomes and outputs, and personal appraisal targets, as agreed with the School Leader: Inclusion.
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- To be committed to the School and Academy's core values and ethos and to demonstrate this commitment in the way duties are carried out.
- Maintain confidentiality and ensure that duties are undertaken with due regard to and compliance with the GDPR, Data Protection and Equality Act at all times.
- To carry out duties and responsibilities in accordance with the School's Health and Safety procedures, the Academy's Health and Safety Policy and relevant Health and Safety legislation.
- Demonstrate consistently high standards of personal and professional conduct; showing tolerance and respect of the rights of others whether other staff, students or parents, observing proper boundaries and having regard to the safeguarding and wellbeing of pupils.
- The post holder is responsible for ensuring all child protection policies are adhered to and that any concerns or incidents are raised in accordance with these policies.
- To undertake any other reasonable tasks commensurate with the grade as are required from time to time at the discretion of Headteacher.

Agreed:

Date: _____

Signed: _____

The work of schools change and develop continuously which in turn requires staff to adapt and adjust. Whilst the main duties and responsibilities of the post are set out above, the job description is not an exhaustive list of tasks and each individual task to be undertaken has not been identified. The duties and responsibilities above may change in line with curriculum changes and relevant school improvement priorities set from time to time.



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Person Specification

Experience	<ul style="list-style-type: none"> Working with or caring for children of relevant age 	<ul style="list-style-type: none"> Desirable
Qualifications	<ul style="list-style-type: none"> Good general level of education, at least 4 GCSE's (A-C) including Maths and English Language or further relevant experience in the absence of formal qualifications. NVQ 2 for Teaching Assistants or equivalent qualifications or experience Training in the relevant learning strategies e.g. literacy, behaviour management First aid training as appropriate Willingness to undertake training to be able to deliver small group intervention programmes 	<ul style="list-style-type: none"> Essential Desirable Desirable Desirable Essential
Knowledge & Skills	<ul style="list-style-type: none"> Effective use of ICT to support learning Use of other equipment or technology to support learning Understanding of relevant policies/codes of practice and awareness of relevant legislation Basic understanding of child development and learning Ability to self-evaluate learning needs and actively seek learning opportunities Ability to relate well to children and adults Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these Confidence to lead small group intervention programmes 	<ul style="list-style-type: none"> Essential Essential Desirable Desirable Desirable Essential Essential Essential
Personal qualities	<ul style="list-style-type: none"> A fundamental belief that all children can achieve great things, no matter what their background or prior experiences. An ability and willingness to empathise and listen, and to be self critical and reflective. Enthusiasm, hard-work, integrity, creativity, flexibility, and resilience. Interest in developing own personal skills. An understanding of, and commitment to, equal opportunities in its widest sense and a commitment to inclusive education. A sense of fun as well as the ability to work hard and calmly under pressure. A commitment to child protection in its broadest sense to empower learners and prevent harm. 	<ul style="list-style-type: none"> Essential Essential Essential Essential Essential Essential Essential