

Job Description

Job Title:	Teaching Assistant
Salary/Grade:	Grade 3, SCP 9-22 (£25,119.27-£31,363 FTE, Pro Rata)
Working Hours	Part time: 32.5 hours per week, Term Time Only (45.59 working weeks)
Academy/Site Name:	Reaside Academy
Location/Address:	Tresco Close, Frankley, Birmingham. B45 0HY.

Greenheart Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to the interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.

Purpose of the Post

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Responsible to: SENDCO

Duties and responsibilities:

As a Teaching Assistant, I will ensure the effective:-

SUPPORT FOR PUPILS

- Support the activities of individuals or groups of children.
- Establish and maintain relationships with individual pupils and groups.
- Contribute to EHCPs as appropriate.
- Support pupils during learning activities.
- Promote pupils' social and emotional development.

- Participate in the education of children, including contributing to their health and well-being.
- Support children with special needs, including:
 - Sensory and/or physical impairment
 - Cognition or learning difficulties
 - Behavioural, emotional and social development needs
 - Communication and interaction difficulties
- Dealing with personal care needs of children where appropriate in line with the guidance of GLP
- Support for Gifted and Talented pupils.
- Support pupils with literacy and numeracy skills.
- Support pupils to access the curriculum.

SUPPORT FOR THE TEACHER(S)

- Observe and report on pupil performance.
- Contribute to the planning and evaluation of learning activities.
- Assist in preparing and maintaining the learning environment.
- Contribute to the management of pupils' behaviour.
- Contribute to maintaining pupils' records.
- Support the maintenance of pupils' safety and security.
- Supervise the whole class for a short time in an emergency (normally for a period of less than a whole lesson until the teacher returns or alternative arrangements are made) or for a very short period of planned absence for less than a whole lesson.
- Undertake routine marking in line with school policy.
- Provide general administrative support, for example, administer coursework, produce worksheets etc.
- Undertake joint home visits as appropriate and in line with Academy/GLP policy.

SUPPORT FOR THE ACADEMY

- Support the development and effectiveness of teamwork within the academy environment.
- Develop and maintain working relationships with other professionals.
- Liaise with parents as appropriate.
- Promote the safeguarding and welfare of all children and young people responsible for in the school.
- Ensure all tasks are carried out with due regard to Health & Safety.
- To participate in continuing professional development within school and to take responsibility for identifying your own professional needs.
- To participate in the Academy's agreed Professional Review process.
- Work as required across the curriculum and in all Key Stages within the Academy.
- To perform other such duties as the Leadership Team may from time to time determine.

Safe Working Practices for Adults working with Children- It is the responsibility of each employee to carry out their duties in line with Greenheart's ethos and culture of safe working practices for Adults working with Children, and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations - The post holder is required to comply with GDPR regulations ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018). The postholder

is to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Fluency - This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Equality and Diversity – There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department/unit.

Health and Safety - The post holder must at all times carry out his/her responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at Work.

Flexibility - All staff within the Greenheart Family will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

This job description reflects the present requirements of this role. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder.

Developed by:	Hayley Carrier
Job Title:	Head Teacher
Date of Issue:	
Signature of Postholder	