



## Teaching Assistant

Salary: OAT Grade 1 – NJC Point 2 (TA Level 1)

Full-time: 32 Hours per week

Term Time plus Development Days (39 working weeks)

Joint National Conditions of service for local government are applicable to the post. This job description may be amended at any time following discussion between the Principal and member of staff, and may be reviewed annually.

Responsible to: SENDCO/SLT Link

Daily working hours will be decided in liaison with the SENDCO/SLT Link, typically these falls between 8am and 3:15pm, but may vary on occasion to ensure the needs of the academy and role are met.

This role is key in providing support, as part of the Academy's SEND team, to individuals or groups of young people in a classroom environment and provide the support they need to feel happy, secure, and comfortable whilst empowering them to succeed and excel expectations, promoting the achievement of high standards and supporting pupils in reaching their personal goals.

The post will require the postholder to work with a range of faculties and subjects, individual teachers and teaching teams to support the College in providing effective learning and teaching for the specified pupil group.

## Vision

All staff at the Academy are employed to support and promote our key aim: Educate for Life - *to enable the children who join us to leave as happy, healthy, well-adjusted young adults, who are well-prepared to take the next steps in their education and careers.*

All staff are required to support, model and, where appropriate, teach or promote, the Trust's core values:



Anyone can excel



Enjoy the challenge



Share what is best



Be inclusive

All staff have a statutory responsibility for the safeguarding of children and the promotion of their welfare. This means that at all times, staff must consider what is in the best interests of our children and young people. In order to fulfil this responsibility effectively, all staff are required to:

- Ensure that they are aware of the Academy policy and procedures for child protection and safeguarding.
- To attend annual refresher training as required and to have completed the online Level 2 Safeguarding and Prevent training.
- To report all causes for concern to the Designated Safeguarding Lead
- To ensure the safety of all pupils in the school learning environment both indoor and outdoor.
- To carry out or contribute to risk assessments as required.

All staff are required to adhere to the spirit and letter of the Academy's Equality Policy, to respect all aspects of diversity, to ensure no conscious discrimination and to challenge potential unconscious discrimination on the grounds of any protected characteristics.

All staff are part of a wider academy team. Each individual, therefore, is required to support the values/ethos of the academy and the academy priorities as defined in the Academy Improvement Plan. This will mean being responsive to the needs of colleagues, parents and pupils and being flexible in a demanding environment. On occasions the post holder may be expected to carry out reasonable duties or roles or additional tasks, as requested by the Principal and Governors, which are not specifically detailed in this job description.

All staff in the academy work subject to statute and academy policies and procedures. The post holder will be expected to become familiar with these and work in accordance with them and to notify their line manager in writing if they require additional training or support.

Due to the nature of this job, it will be necessary for the appropriate level of Disclosure and Barring System check to be undertaken. It is essential that post holders disclose whether they have any pending charges, convictions, bind-overs or cautions and if so, for which offences. Any failure to disclose such convictions will result in dismissal or disciplinary action by the academy.

## Key Tasks and Responsibilities – subject to annual review

### Teaching and Learning – duties include;

Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff

Provide classroom support in the teacher's absence for short periods of time

Support pupils to understand instructions

Support independent learning and inclusion of all pupils

Support the teacher in behaviour management and keeping pupils on task

Supporting pupils learning through play

### Personal and Welfare Support

May assist pupils with dressing, hygiene and eating whilst encouraging independence

Supporting pupils emotional and social well-being, reporting any problems to the teacher

May be First Aid trained to support First Aid in the academy

### Resources

Prepare and clear up the learning environment including displays and the presentation of pupil's work

May handle small amounts of cash e.g., for school visits

Photocopying, filing and preparing resources for lessons as directed by the teacher

### Exams, educational visits and other supervision

Will provide supervision for students in a designated area of the academy site during the lunch period. May assist with break time/lunch time supervision including facilitating games and activities.

May invigilate exams and tests.

May assist escorting pupils on educational visits.

### Systems, policies and procedures

Contribute to maintaining a safe environment.

Responsible for the careful and safe use of equipment.

Adhere to school procedures, including health and safety and safeguarding.

### Building professional relationships/Team involvement

May demonstrate own duties to new or less experienced staff

Communicates with pupils to support learning and development and encourage acceptable behaviour

Exchanges information with staff and parents/carers

### Record keeping and information management

Record basic pupil data and providing feed back to the teacher

### Problem solving and decision making

Identify straight forward solutions to simple problems and minimal personal initiative required

Access to line manager for unusual or difficult problems

### Knowledge, skills and experience

NVQ level 2 in Maths and English as a minimum plus any related area or equivalent or equivalent experience

IT and keyboard skills

Knowledge and compliance with policies and procedures relevant to health and safety and child protection

### Staff Development, Recruitment and Wellbeing

- To take part in the schools CPD programme
- To continue personal development
- To engage actively in the Support Staff Appraisal Process
- To work as a member of a designated team and to contribute positively to effective working relations within the Academy.
- To play a full part in the life of the academy community, to support its distinctive aims and ethos and to encourage staff and students to follow this example.
- To attend and keep up to date with all relevant training
- To have a commitment to celebrate diversity

## Physical demands and working conditions

Normal physical effort with a mixture of sitting, walking and carrying minor loads.

May be required to stand for long periods and or work in awkward positions e.g. low chairs.

Some exposure to unpleasant conditions e.g. noise, outdoor working.

## General responsibilities

- To adhere at all times to the Trust's policies and procedures
- Maintain confidentiality of information acquired in the course of undertaking duties
- Ensure that work is completed in compliance with relevant legislation and procedures relating to this role
- Ensure GDPR principles are embedded in normal working practices
- Post holders may be required to work flexibly in order to meet the business needs. All staff are required to partake in performance management and training activities
- Be aware of safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policy
- The above list is not exclusive or exhaustive, and the school may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support the Academies' responsibilities towards safeguarding
- The Trust expect that employees deal with people politely and tactfully, communicating with colleagues and the wider community both formally and informally, modelling the Academies' Code of Conduct and the equality policy objectives

## DBS

- An enhanced disclosure and barring check will be a requirement of the post.

## Flexibility Clause

- As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

## Variation Clause

- This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Principal/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

## Fluency in English

- The 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.

# Person Specification

| Attributes tested by Application, Interview, Task and References  |                                     |
|---|-------------------------------------|
| <b>Qualifications &amp; Experience</b>  | <b>Essential E/<br/>Desirable D</b> |
| 5 good GCSEs including Maths & English Grades A*-C or equivalent.   | D                                   |
| Educated to NVQ L2 in related area qualification or other discipline that aligns with job role or equivalent experience.  | D                                   |
| Experience of working within a school environment   | D                                   |
| Experience of managing own workload to meet conflicting demands and deadlines   | E                                   |
| Effective working with children/young people and their families   | D                                   |
| Ability to develop positive relationships with individual students and groups and empathise with them and sensitivity to the needs of children/families from all groups | E                                   |
| Caring skills and the ability to work positively with students physical and emotional needs, without confrontation  | E                                   |
| Previous experience of working with 11 -16 year olds  | D                                   |
| Awareness of the regulatory framework relevant to schools and students  | D                                   |
| Awareness of the education process and the national curriculum  | D                                   |
| Good interpersonal skills and confident communicator  | E                                   |
| Good administrative, practical and ICT skills   | E                                   |
| <b>Skills and Abilities</b>   | <b>Essential E/<br/>Desirable D</b> |
| Able to communicate in a clear and concise manner both on the telephone and face to face, who can effectively convey information at an appropriate level.               | E                                   |
| Ability to develop and maintain effective working relationships with a wide range of people.  | E                                   |
| Excellent organisational, communicating and problem-solving skills, with the ability to use own initiative and work proactively both in a team and independently.       | E                                   |
| Understanding of general health and safety issues and hygiene associated with child care  | D                                   |
| Demonstrates a flexible approach to work to enable effective delivery of service.   | E                                   |
| <b>Other Attributes</b>   | <b>Essential E/<br/>Desirable D</b> |
| Proactive, flexible and adaptable.  | E                                   |
| Punctual and conscientious.   | E                                   |
| Prepared to supportively challenge non-compliance.  | E                                   |
| Discretion, tact and confidentiality always.  | E                                   |
| Good time management and the ability to prioritise workload.  | E                                   |
| Able to work under pressure and to deadlines and deliver excellent attention and produce accurate results.  | E                                   |
| Evidence of successful team working.  | E                                   |
| Calm in a crisis to bring about resolution.   | E                                   |
| Ability to adapt to changes in the workplace.   | E                                   |
| Understanding and commitment to the safeguarding of children.   | E                                   |
| Commitment to the school ethos and aims.  | E                                   |
| Commitment to equal opportunities.  | E                                   |
| Accurate and fluent spoken English.   | E                                   |
| A commitment to safeguarding and promoting welfare for all.   | E                                   |