



THE CONSORTIUM
ACADEMY TRUST

Shaping Positive Futures

Teaching Assistant

We know from experience that things change throughout the lifetime of a role and so this JD isn't a list of everything you will do – this gives our people the chance to play to their strengths.

How you will make an impact...

- Help maintain the ethos of The Consortium Academy Trust by driving our organisational culture forwards and using every opportunity to embed our values.
- Taking responsibility for your own development - that way we can make the biggest impact!
- We are always looking for someone who can contribute to our growth.
- More than anything, we are looking for a team player who puts their heart in to their work. We have some core values that run through everything we do, and we'd love it if they resonate with you too.

About the role...

Main purpose of the role:

- To assist in the support and inclusion of students with Special Educational Needs, including those with ASC (Autistic Spectrum Condition) and diverse learning needs within a mainstream school and Enhanced Resource Provision.

Key accountabilities:

- To liaise with classroom teachers, and SENDCo and use student information to provide appropriate support for teaching and learning enabling students to make expected progress
- Support students on an individual, class or small group basis
- Support students' learning across the curriculum, tailoring support to match learners' needs
- Support students to become independent, cooperative and collaborative learners
- Identify and remove barriers to students' learning
- Adapt and customise materials
- Support teacher planning
- Motivate and encourage students
- Support students' concentration and their progress towards lesson objectives
- Assist with the organisation of homework
- Contribute to the management of SEN students' behaviour
- Implement and monitor advice from external agencies
- Supporting the personal development of students
- Encourage positive attitudes and good behaviour
- Help students to develop good relationships with staff and other students
- Promote self-esteem
- Assist students to develop their own personal organisation
- Support access arrangements for students with SEN during internal and public examinations
- Promote SEN students' well-being and resilience
- Safeguard the welfare of SEN students
- Support the transition and transfer of SEN students

- Act as a 'champion' and advocate for children with special educational needs
- Positive working with colleagues
- Support and maintain collaborative, productive working relationships with school staff and professionals from external agencies
- Contribute to and support the work of the learning support team in school
- Liaise with students, teachers and external agencies to support learning and well-being
- Take responsibility in developing your own continuing professional development

As a member of staff of The Trust

- Role model appropriate behaviours within a professional environment including conduct, communication, and personal appearance
- Role model high levels of literacy and numeracy including modelling appropriate language
- Aspire to develop own professional skills and qualifications
- Use all forms of social media appropriately
- Take responsibility for the reputational management of all sites across the Trust
- Contribute to systems of evaluation and performance of the organisation positively

About you...

This is the job for you if you hold the following qualifications, experience, knowledge, skills and values:

Qualifications and Training

Essential

- Good standard of education (including GCSE Maths and English)
- Evidence of commitment to personal and professional development
- Level 2 Literacy, Numeracy and Science

Desirable

- SEN Qualification, e.g., NVQ Level 2 Supporting Teaching and learning
- ELSA Training

Experience, Knowledge and Skills

Essential

- Understanding of how, as an adult in an education environment, you can create a culture of high expectations
- An understanding of the complex lives many students have
- Knowledge of learning processes and SEN
- Ability to overcome communication barriers with children and adults
- Ability to understand and implement the school's behaviour policy
- Good understanding of the school's curriculum and an understanding of the expected progress students should make

Desirable

- Experience of delivering intervention programmes to small groups and/or individuals
- Knowledge of SEN Code of Practice and how this informs day to day practice within a secondary school
- Knowledge of emotional literacy

Values and Personal Competencies

Essential

- Empathic and sensitive to students needs and able to foster good relationships with staff and students
- Resilient and in possession of a strong work ethic
- Dedicated and passionate about supporting students with SEND

- Good interpersonal skills
- Good listening skills
- Flexible and able to work on own initiative and an effective team player
- Hardworking, committed, patient and confident
- Non-judgemental and objective
- Commitment to equal opportunities
- Commitment to social inclusion
- To be able to identify barriers to learning and encourage young people to overcome them
- Good time management skills
- To be patient and confident working with children

Desirable

- Good IT skills
- Willingness to get involved in extra-curricular activities
- Committed to the values and vision of the Trust.
- Team focused with the ability to work independently and take initiative.
- Committed to equality, diversity and inclusion.
- Strong morals, ethics and sound judgement.
- A role model of the Trust's Values.