

**Teaching Assistant**

The Macclesfield Academy, Park Lane, Macclesfield

Grade 5

£18,894.98 Actual salary

Job Description & Person Specification

**Job Description**

We require, a Teaching Assistant to join our team of TAs who provide direct support for pupils with special educational needs with a focus on social, emotional and mental health needs.

**Reporting to**

Lead Teaching Assistant

**Purpose of the role**

To provide support for pupils with special educational needs both in the classroom and in the wider context of the school.

**Main responsibilities**

1. To provide in class support to pupils under the direction of the class teacher to ensure that individual needs are met.
2. Supervise the activities of individuals or groups of pupils both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy.
3. Monitor individual pupil’s progress, achievements and development and report these to the teaching staff/line manager to inform decisions taken regarding the Student Support Plans for a pupil.
4. Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the pupils' well being.
5. Record pupil information as specified by the teaching staff/line manager to ensure that schools’ information systems are maintained.
6. Attend staff and other meetings and participate in staff training in line with contracted hours.
7. Deliver interventions to individuals or groups of pupils under the direction of the Intervention Lead.
8. To provide support in the wider context of the school.
9. Attend staff and other meetings and participate in staff training development work and staff reviews as required

**Other**

1. Putting children and young people at the centre of everything the Academy does, and to ensure their safety and welfare of children and young people across the Foundation.
2. To identify and implement opportunities for the Academy to operate in a more effective and efficient manner for the benefit of stakeholders.
3. Adhere to the Academy’s policies on code of conduct, Safeguarding, H&S and Data Privacy.
4. Any other duties not specified, but are commensurate with the skills and knowledge of the post holder.

**Person Specification**

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|  | **Desirable** | **Essential** |
| **Qualification** | | |
| Level 2 qualifications in English and Maths at Grade C/4 or above (or equivalent |  |  |
| **Experience** | | |
| Experience of working with secondary age students |  |  |
| Experience of working with students with special educational needs |  |  |
| Experience of delivering recognised programmes to small groups or individual pupils |  |  |
| **Knowledge & Skills** | | |
| Understanding of the role of support staff in promoting independence and achievement |  |  |
| Ability to work flexibly and constructively as part of a team and adapt approaches according to circumstances and the needs of other individuals |  |  |
| Understanding of the importance of safeguarding in schools |  |  |
| Good ICT skills |  |  |
| Excellent organisational skills and timekeeping |  |  |
| Knowledge of effective learning strategies |  |  |
| A willingness to keep up to date on best practice |  |  |
| **Attributes** | | |
| A positive mind-set |  |  |
| Committed to deliver exceptional standards in all areas |  |  |
| Resilience, determination, and the drive to support students to reach their potential |  |  |
| High ethical standards including respect for confidentiality |  |  |
| A willingness to learn and undertake appropriate training |  |  |
| A drive and determination to make lasting changes to the lives of individual pupils |  |  |