



Job Title: Teaching Assistant
Salary: SCP 4, £23,114 (FTE)
Location: Yardley Wood, Birmingham
Start: Permanent Full time September 2024
Closing date: Monday 8th July

Job Description:

Responsible to the Deputy Headteacher

Birmingham Diocesan Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.

Core Purpose

- This level is applicable to experienced teaching assistants whose working role calls for competence across a varied range of responsibilities.
- To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate

Responsibilities

- Support for pupils (either individually or in groups)
- Support the activities of individuals or groups
- Establish and maintain relationships with individual pupils and groups.
- Contribute to individual Education Plans as appropriate.
- Support pupils during learning activities.
- Promote pupils' social and emotional development.
- Contribute to the health and well-being of pupils.
- Provide support for bilingual/ multilingual pupils (where appropriate to the focus of the role).
- Support children with specific needs (where appropriate to the focus of the role), for example, sensory and/ or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties.
- Support pupils with literacy and numeracy skills
- Support pupils to access the curriculum.
- Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority



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 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 LEA policy

Support for the school

- Support the development and effectiveness of teamwork within the school environment
- Develop and maintain working relationships with other professionals
- Liaise with parents as appropriate
- Review and develop own professional practice
- Work as required across the curriculum and in all Key Stages within the school in accordance with the job

Support for the curriculum

- Support the use of information and communication technology in the classroom

General

- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents evenings
- Any other duties as commensurate within the grade in order to ensure the smooth running of the School

Safeguarding children and Safer Recruitment

- Have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the academy and BDMAT, in line with national requirements.
- Ensure that all academy policies and procedures are followed by all team members



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 as required by the Headteacher.

Person Specification:

Category	Essential	Desirable
1. Christian ethos	To actively support and develop the academy and Trust's Christian ethos	<ul style="list-style-type: none"> Experience of working in a secondary Church of England academy <ul style="list-style-type: none"> To be a practicing Christian
2. Qualifications	<ul style="list-style-type: none"> GCSE level. 5 grades between A – C (9 – 4), including English and Maths. NVQ Level 3 for Teaching Assistant or Equivalent Degree or equivalent work experience in education / social work. 	<ul style="list-style-type: none"> Qualifications relevant to this role



<p>3. Experience</p>	<ul style="list-style-type: none"> • Experience of working / supporting with children or young adults. • Experience of liaising with external agencies and professionals, such as psychologists and therapists. • Experience of supporting in the delivery of specialist interventions and taking the lead where appropriate. • Experience of managing others including holding others to account. <p>Experience of leading an initiative that has impacted positively on others.</p>	<ul style="list-style-type: none"> • Experience of working with CPOMS • Experience of working in a school • Detailed understanding of the principles with regard to Safeguarding of Children.
<p>4. Professional learning</p>	<ul style="list-style-type: none"> • Ability to identify own learning needs and to support others in identifying their learning needs 	<ul style="list-style-type: none"> • Experience of working with other academis / organisations / agencies • Knowledge of the Free Academy and Academy education context.



<p>5. Knowledge and understanding</p>	<ul style="list-style-type: none">• The ability to develop a philosophy of high aspirations and expectations for every student, giving cognisance to SEND, equal opportunities, diversity, ethos and student management.• The ability to reason with defiance and implement a structure to resolve this.	
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<p>6. Skills and personal attributes</p>	<ul style="list-style-type: none"> • Ability to manage own workload with limited supervision. • Excellent time management and organisation skills. • Ability to develop effective relationships with students, parents, and external agencies • Demonstrable knowledge of approaches to working with students with SEMH needs • Ability to assess the SEMH needs of students and develop strategic plans to facilitate development and progress • Ability to work as part of a team • Ability to help raise attainment of young people • Ability to deal with challenging situations • Ability to work using own initiative 	
	<ul style="list-style-type: none"> • Ability to keep detailed and accurate records • Flexible attitude/approach 	



<p>7. Other</p>	<ul style="list-style-type: none">• Knowledge of the regulations around safeguarding and how to address issues that might arise• Understanding of relevant equal opportunities, health and safety and safeguarding guidance and legislation and with commitment to keeping up to date with legislative changes affecting the academy• an understanding of inclusion and the many provisions available	
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