

Job Description

Job Title	Teaching Assistant – Walford Centre
Academy	Thomas Deacon Academy
Reports to	Walford Centre Head of Department (HOD)
Contract	33.75 hours per week/ 45 Weeks (Term Time Plus 1 week)
Salary	Pathway 3
Core Purpose	To work as part of the Walford Centre team to support students to overcome barriers to learning. The successful candidate should have excellent interpersonal and organisational skills and be committed to supporting young people to thrive.

Key Responsibilities
<p>Supporting the Student</p> <ul style="list-style-type: none"> • Assess the needs of students within the Walford Centre and use detailed knowledge and specialist skills to support students’ learning by developing and assisting with Pupil Passports. • Assist the students with their learning by; <ul style="list-style-type: none"> • Clarifying and explaining instructions. • Ensuring that the young person can use the equipment and materials provided. • Motivating and encouraging the young person as required to engage fully with their learning. • Liaising with subject teachers for support and advice. • Promote literacy and numeracy and oracy as part of the whole school initiative. • Promote and safeguard the welfare of all children and young people with whom contact is made in a professional context (within or outside of the Academy). • Be proactive in supporting the students with adaptations for them to access curriculum. • Provide feedback to students and families in relation to progress and achievement by undertaking comprehensive assessments. • Provide individual or small group intervention. <p>Supporting the Appropriate Provision Department</p> <ul style="list-style-type: none"> • Organise and manage appropriate learning environment and relevant resources. • Monitor and evaluate students’ responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives. • Provide detailed and regular feedback to the HOD, maintaining appropriate recordings of students check point data and responses to data. • Contribute to behaviour management within the department and take charge of situations to allow the teaching and learning to continue with the rest of the class. <p>Supporting the Curriculum</p>

- Implement local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Implement agreed learning activities/teaching programs, adjusting activities according to students' needs, this could also be surrounding the students independent learning
- Help students to access learning activities through specialist support.
- Adapt resources where necessary for students.

Supporting the Academy

- Be aware of, and comply with, policies and procedures, e.g. child protection, health, safety and security, confidentiality and data protection, dealing with/reporting concerns to an appropriate person
- Be responsible for the provision of out-of-academy learning activities within guidelines established by the academy. Supervise students on visits and trips as required
- Contribute to upholding the core values and ethos of the academy.
- Support the HOD in the review, implementation, development and monitoring of individual learning plans.
- Attend team and staff meetings and ensure minutes are followed up if unable to attend.
- Take part in the academy's staff development program by participating in arrangements and opportunities for continuous professional development.
- Alert the HOD and the year team of any persistent or major problems being experienced by students and contribute towards a solution.
- Establish good relationships, encourage good working practices and support other members of staff.
- Collate evidence for exam concessions.

General Responsibilities

- Take on any additional responsibilities which might from time to time be reasonably determined
- Create and maintain positive and supportive relationships with staff, parents, business, community and other partners including the Board
- To engage with appropriate training opportunities to promote professional effectiveness in this role
- To promote a flexible approach to meet the changing needs of the Academy.
- To ensure that teaching and other staff receive adequate support to meet educational and operational objectives
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Note: Every job description in the organisation will be subject to a review either:

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date



Person Specification

Attribute	Essential or Desirable	Assessment
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Qualifications		
GCSE Maths & English	E	A
Knowledge and Understanding		
Basic knowledge of Microsoft package	D	A/I
Skills and Abilities		
Ability to communicate with students and staff	E	A/I
Ability to be flexible, reliable and punctual	E	A/I
High levels of concentration and stamina	E	A/I
Possess precise attention to detail	E	A/I
Basic computer skills	D	A/I
Experience		
Have previous experience in an exams setting	D	A/I
Have experience working in a school environment	D	A/I
Personal Commitment		
Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A

Assessment methods

A – Application I – Interview T – Task/Activity L – Lesson Observation R – References