

JOB DESCRIPTION

Employment Details	
Job Title	Teaching Assistant
Reports to	Principal
Salary Band	WHFNJC K4 - 7

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications and verification of the right to work in the UK.

Purpose of the Role
Under the direction of the Principal, Teacher or Special Education Needs Co-ordinator, work as part of a team to promote the emotional, physical and educational development of pupils, including those with special educational needs.

Responsibilities
<p>Under the direction of the classroom teacher or designated supervisor:</p> <p>Supporting the pupil</p> <ul style="list-style-type: none"> • Participate in activities designed to meet the emotional, physical and learning needs of individual children and groups of children, including those with special educational needs. • Contribute to the creation, monitoring and delivery of Individual Education Plans (IEPs) / Personal Learning Plans (PLPs) • Monitor pupils' responses to learning activities, identify where they may be struggling, support them in understanding the information and complete the work and encourage them to take an interest in their own learning. • Undertake activities set by teaching staff with individuals, or groups of pupils, to support pupils' learning. • Develop a secure knowledge of the learning support needs of individual pupils. • Supervise pupils' work and offer support where necessary. • Support the use of ICT and computing in learning activities, and develop pupils' competence and independence in its use. • Develop and maintain effective professional relationships with individual pupils and groups to ensure that pupils achieve learning targets. • Encourage pupils to interact with others and engage in activities led by teaching staff. • Monitor the needs and behaviour of pupils, and report these to teaching staff where appropriate. • Establish and maintain constructive relationships with pupils' parents/carers and deliver initial pastoral support as required. • Provide new and ongoing support for individuals or groups of pupils who need extra interventions to achieve their potential. <p>Supporting the teacher</p> <ul style="list-style-type: none"> • Assist teaching staff to prepare classrooms for lessons and activities ensure adequate supplies of learning materials.

- Provide administrative and clerical support to teaching staff and other TAs regarding lesson planning and resources.
- Assist teaching staff to implement a variety of teaching strategies that support pupils in achieving their learning goals.
- Take responsibility for maintaining accurate records in accordance with school policies and data protection.
- Assist in arranging extra time and access arrangements, as appropriate, where external examinations or tests are administered.
- Contribute towards pupils' annual reviews and report on the effectiveness of the interventions in place.
- Provide consistent and effective support for colleagues in line with the responsibilities of this role.

Supporting the curriculum

- Assist in the planning, delivery and evaluation of learning activities for individuals, groups or the whole class, working with the teacher to ensure coverage of the curriculum / planned subjects.
- Help pupils to develop their literacy and numeracy skills including reading, writing, number and shape.

Supporting the school

- Assist with the implementation of a behaviour management programme.
- Work closely with teaching staff, other TAs and the SENCO to close the attainment gap between individual pupils, groups of pupils, and their peers.
- Assist with the supervision of pupils out of lesson times, including at pupils' lunchtimes, supervising pupils coming into school and discharging pupils to their parents/carers/ wrap around care after school.
- Assist with school trips, events and activities.
- Assist teaching staff and other TAs with creating and maintaining displays throughout the school.

Supporting the Teaching Assistant

- Participate in regular performance reviews to ensure that any personal development needs are identified and met. Attend relevant inset training. Review and maintain your own professional practice through agreed development activities.

Other duties:

- In accordance with the provisions of the Health & Safety at Work Act 1974, to take reasonable care for the health and safety of yourself, colleagues and pupils who may be affected by your omissions at work, and to co-operate with the school so far as is necessary to enable the school to perform or comply with their duties under statutory health and safety provisions.
- Undertake any other duties that can be accommodated within the grading level and nature of this post.
- Report any safeguarding issues encountered to your safeguarding officer, Vice Principal or Principal ASAP.

Decision Making:

- Working under the direction of the line manager/classroom teacher, some discretion to make minor decisions
- Contribute to IEP's
- Assist in planning, delivery and evaluation of learning activities.

Creativity and Innovation:

- Accurate record keeping
- IEP's & Classroom Displays

Emotional Demands:

- Responsible for individuals/groups of children, some will make emotional demands

Additional Duties and Responsibilities

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The post holder will respect the need for confidentiality at all times while performing this role.

The post holder must at all times carry out their responsibilities with due regard to Trust policy and arrangements for Health and Safety at Work.

All staff within The White Horse Federation will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

Safe Working Practices with Children

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations

The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity

There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the post holder will apply The White Horse Federation's commitment to equality by treating all employees fairly and without discrimination.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. Any review will be carried out in consultation with the post holder before any changes are implemented.

Developed by:		Issue Date:	
Post Holder signature:		Signature Date:	

PERSON SPECIFICATION

Qualifications and Training

Essential	Desirable
<p>Good general level of education to include Maths and English GCSE grade C or above, or further relevant experience in the absence of formal qualifications</p> <p>NVQ level 2 Teaching Assistant or equivalent</p>	<p>Have or willing to obtain NVQ level 3 Teaching Assistant.</p> <p>Level 3 NVQ Early Years Educator</p>

Skills and Experience

Essential	Desirable
<p>Working under the direction of the line manager/classroom teacher, but some discretion is required- works independently with individuals or groups.</p> <p>Ability to communicate effectively with pupils and adults alike.</p> <p>Good attention to detail.</p> <p>Good observation skills.</p> <p>Ability to multitask.</p>	<p>2 years' experience working as a Teaching Assistant in a school, or other relevant experience.</p>

Specialist Knowledge

Essential	Desirable
	<p>2 years' experience of:-</p> <ul style="list-style-type: none"> • working with pupils with SEN • or supervising and delivering a catch up programme • or supporting a pupil with complex SEN by modifying and delivering programmes as directed by teachers and other professionals

Personal Traits	
The successful candidate will have:	
<ul style="list-style-type: none">• Appreciates the differences between people regardless of ability or background and treats peoples' values, beliefs, cultures and lifestyles with respect and dignity at all times.• Understands the boundaries of appropriate behaviour when working with children and young people and always acts in a way that respects these boundaries.• Understands the principles of confidentiality and adheres to them in respect to the information available within the workplace.• Values align with the ethos and culture of The White Horse Federation.• Committed to values-based education• Effective role model for all of WHF values	