

**Job Description**

**Job Title:** Teaching Assistant to Named Student

**Location:** Greensward Academy

**Hours of work:** 32.5

**Reports to:** Learning Support Lead  
Education Support Manager  
Director of Inclusion

**Purpose of the Role:**

\_To support a named student in her/his day to day education activities

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

**Responsibilities:**

- To provide daily support for a named student during the school day
- To support the students' use of ICT and other skills in developing independence
- To support students' physical activities and education where appropriate
- To establish positive relationships with student supported
- To support student in external examinations in accordance with their dispensations
- To understand specific learning and care needs and provide appropriate support
- To maintain necessary records as directed
- To attend to students' needs including supporting social, welfare, care and health matters, including where appropriate, toileting, dressing, feeding and mobility
- Flexibility may be required in terms of providing support to the student before school, after school and during break times (including lunch break)

**Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

**Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave

- Discover what's possible
- Push the limits
- Be big hearted

**other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

## Person Specification

**Job Title: Teaching Assistant to Named Student**

<b>General heading</b>	<b>Detail</b>	<b>Essential requirements:</b>	<b>Desirable requirements:</b>
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"><li>• GCSE: English A-C</li><li>• GCSE: Maths A-C</li><li>• Computer Literacy MS Office and</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>
<b>Knowledge/Experience</b>	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"><li>• Experience in working with children with dispensations</li><li>• Experience in working in a school environment</li><li>• Ability to handle confidential information</li><li>• Ability to work on own initiative</li><li>• Ability to work as part of a team</li></ul>	<ul style="list-style-type: none"><li>• Ability to utilise database systems</li></ul>
<b>Skills</b>	Line management responsibilities (No.)	<ul style="list-style-type: none"><li>•</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>
	Forward and strategic planning	<ul style="list-style-type: none"><li>•</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>
	Budget (size and responsibilities)	<ul style="list-style-type: none"><li>•</li><li>•</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>

	Abilities	•	•
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"> <li>• Good attention to detail</li> <li>• Flexible</li> <li>• Self-motivated</li> <li>• Resilient</li> <li>• Good sense of humour</li> <li>• Willingness to be First Aid Trained</li> </ul>	•
	Values	<ul style="list-style-type: none"> <li>• Ability to demonstrate, understand and apply our values               <ul style="list-style-type: none"> <li>○ Be unusually brave</li> <li>○ Discover what's possible</li> <li>○ Push the limits</li> <li>○ Be big hearted</li> </ul> </li> </ul>	

<b>Special Requirements</b>		<ul style="list-style-type: none"> <li>• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li> <li>• Right to work in the UK</li> <li>• Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
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