



JOB DESCRIPTION - Teaching Assistant

Hours: 30 per week Term time only (8.30am to 3.10pm)

Grade: Band 2 (Point 11-14)

Purpose of Job: To assist in the support and development of students with special educational needs. The role may also involve supporting students who follow a vocational timetable, which includes supporting students on their college and work experience placements off site.

Duties:

- Supporting the student
- To assist the student
- To help the student learn effectively on their own and in a group
- To establish a good working relationship with students
- To encourage the acceptance and integration of students with special educational needs
- To help develop the students' self-esteem
- To encourage independence and self-reliance
- To visit college and work experience placements as necessary
- To attend, if required, to students' personal needs including help with social welfare, care and health matters, including dressing, feeding, mobility and toileting (only if appropriate training has been undertaken).*
- To assist with escorting students on educational visits both local & international travel
- To physically assist students during activities e.g. Physical Education
- To mentor identified students.
- To communicate with parents about mentees progress, if appropriate

*Only applies if the Personal Care TAs and all other contingency staff are unavailable.

Working with the class teacher

- To support quality first teaching
- To assist in the development of a suitable programme of support
- To work with the teaching staff in the recording of student progress
- To assist in the upkeep of code of practice paperwork
- To participate in the evaluation and review of individual education and behaviour plans
- To lead and work with small groups of students within lessons with direction from the teaching staff

Supporting the academy

- To liaise and consult with other professionals supporting students
- To attend relevant in-service training sessions and Faculty meetings
- To be aware of academy policies
- It may be a requirement at times for you to take responsibility for a class of students at the changeover period between lessons

Person Specification – Teaching Assistant

Qualifications

Essential	Qualifications in Maths and English at minimum C grade GCSE or equivalent Level 2 qualification
Desirable	Further relevant qualifications e.g. TA qualification, qualification in child care, A levels/Level 3 qualifications

Experience

Essential	Experience working with young people aged 11-16
Desirable	Experience working with young people in an educational capacity and/or with young people who have emotional and behavioural difficulties

Knowledge and Skills

Essential	<ul style="list-style-type: none">▪ Ability to relate well to children and adults and establish good working relationships▪ Ability to provide support for pupils, including those with special needs, ensuring their safety and well-being▪ Ability to utilise a range of strategies to support pupils in making progress▪ A good understanding of child development and learning processes▪ Ability to undertake pupil record keeping as requested, record achievements and progress and provide appropriate feedback for the teacher▪ Act as role model▪ Use ICT effectively to support learning▪ A good understanding of numeracy and literacy rules to support learning▪ Constantly improve own practice through self-evaluation and sharing good practice▪ Understand classroom roles and responsibilities and your own position within these▪ Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment▪ Awareness of procedures relating to child protection, health, safety and security, confidentiality and data protection
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Aptitude

Essential	<ul style="list-style-type: none">• Work effectively as part of a team and contribute to group thinking, planning etc.• Effective time management• To be flexible• Ability to follow instructions accurately• Use own initiative and work independently• Excellent communication skills with adults and children, verbally and in writing• Motivate, inspire and have high expectations of pupils• Creative approach to problem solving• Work calmly under pressure• Committed to personal and professional development• Awareness of, and commitment to, equalities issues
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General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance in the Academy's Equal Opportunities Policy
- The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

THE DUTIES AND TASKS OUTLINED ABOVE ARE NOT INTENDED TO BE EXHAUSTIVE AND OTHER DUTIES MAY BE REQUIRED FROM TIME TO TIME BY THE PRINCIPAL AND IN ACCORDANCE WITH THE OPERATIONAL NEEDS OF THE ACADEMY.