Job description

Job title:	Teaching Assistant
Responsible to:	SENDCo / HLTA / Phase Leader
Responsible for:	NA
Location:	Lift Plumberow
Hours of work:	20 hours per week, term time + inset days
Salary:	NJC

Overview of the role:

The role of the Teaching Assistant is to work in partnership with teachers to improve the learning and attainment of students while also promoting their independence, self-esteem and social inclusion. The role provides support to students so that they can access the curriculum, participate in learning and experience a sense of achievement. This role is vital in supporting our students and helping them achieve their potential.

For ambitious applicants, future career progression is possible through our Level 3 and Level 5 Teaching Assistant apprenticeships and Lift Schools's Initial Teacher Training programme.

This role contributes to the Lift Schools' mission that **every** child receives an **excellent** education, in **every** classroom, **every** day.

Responsibilities:

Teaching and learning

- Develop an understanding of students' learning needs, including specific SEND needs, in order to support their access to lesson content and achieve the learning objectives.
- Help students to develop independent learning skills and to manage their own learning.
- Work in partnership with teachers to plan and deliver high quality lessons, and assess students' learning.
- Deliver individual and small group targeted interventions within clearly defined parameters, in partnership with teachers.
- Develop positive relationships with students and promote positive behaviours, consistently applying the academy's behaviour policy.
- Support the social, emotional, mental health, wellbeing and personal care of all students in line with the academy's policy and procedures.

Working with others

- Collaborate with teaching staff, pastoral staff, the SENDCO and parents/carers to support all students' learning.
- Monitor students' responses to learning activities and progress towards targets, record achievement and provide feedback to teaching staff as required.
- Support teachers to develop a stimulating and safe learning environment.
- Support teachers in the preparation of teaching resources that meet the diverse needs and interests of students.
- Support teachers to look after students on trips and out of school activities as required.

- Contribute to the wider school community through completion of any school related duties throughout the working day.

Level 3 Teaching Assistant Qualification

- Teaching Assistants employed on 20 hours per week or above, who don't already have a Level 3 TA qualification (or equivalent) will be enrolled onto Lift Schools' Level 3 Initial Teaching Assistant Training programme during their employment.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The postholder is expected to work to the best of their ability, to be diligent, honest and ethical in the performance of duties and to conduct personal and professional life to the highest standard such that public confidence in their integrity is sustained.
2. This job description does not form part of the contract of employment and is not a comprehensive definition of the post. The duties of this post may vary from time to time according to the needs of the school/Trust following consultation with the job holder. It will be reviewed periodically.
3. The postholder is expected to participate and engage with workplace learning and development opportunities to continually improve their own performance.
4. The postholder may deal with sensitive material and should maintain confidentiality in all school related matters as set out in their statement of terms and condition of employment.
5. Information about how and why we collect your data can be found in the "Lift Schools Privacy Notice for Staff" which you are required to comply with.
6. You are expected to take reasonable care of your own health and safety and to be mindful of the safety of others, to cooperate with instructions, to minimise and mitigate potential hazards and risks to others and to appropriately report hazards, illnesses or injuries in accordance with our Health & Safety Policy.

Safeguarding:

At Lift Schools we are committed to ensuring the highest levels of safeguarding and promoting the welfare of our students, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check, and you are required to complete them and advise us immediately should you subsequently be convicted of an offence.

Equality, Equity, Diversity and Inclusion:

At Lift Schools, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation.

Person specification

Qualifications and experience

Essential	Desirable
• L2 qualifications - GCSE Maths and English (Grade 4+) or equivalent, or willingness to work towards English and/or Maths functional skills qualifications.	• L3 qualifications - A levels. • Experience of working in a school or with young people.

• L3 Teaching Assistant apprenticeship (or equivalent) or willingness to work towards this qualification.	• Experience of working in a similar role supporting students.
Knowledge and skills	
Essential • Basic understanding of child learning and development or willingness to learn. • Good IT skills, including effective use of IT to support learning or willingness to learn.	**Desirable** • IT literacy with Google Workspace.
Leadership skills	
Essential • Good communication and interpersonal skills. • A reflective practitioner, aware of personal strengths and areas for development. • Willing to seek feedback and pursue opportunities for personal growth and developing best practice. • Resilient when faced with challenging situations and able to manage these professionally.	**Desirable** • N/A
Personal attributes and behaviours	
Essential • Work collaboratively with colleagues as a trusted team member, understanding their role within the classroom, providing support when needed. • Patience in interactions with a variety of students and situations, with a calm demeanour. • Empathy to understand the needs and challenges of students and being able to relate to them on a personal level. • Demonstrate a commitment to equality.	**Desirable** • Can reflect thoughtfully and critically on the Project H mindsets, and identify their own strengths and areas for development in these areas. The Project H mindsets are: ○ Share ideas early, often and honestly ○ Embrace constructive disagreement ○ Value ideas, not ego ○ Be curious and open to new ideas ○ Focus on facts and reason
Special requirements	
• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check. • Right to work in the UK. • Evidence of a commitment to promoting the welfare and safeguarding of children and young people. • Show a commitment and proactive approach to drive forward equality, equity, diversity and inclusion and to own personal development along with a positive attitude towards legislative developments and the provision of equitable services.	