

Job Description

Job Title:	Teaching Assistant
Reporting directly to:	SENDSCO
Salary/Grade:	Scale D point 5 - 6 (pro-rata)
Hours of Work:	31 hours per week - term time plus 1 week

Overarching Aim of Role:

To support students with Special Educational Needs to make good progress across a range of subject areas.

Duties:

1. Support for Students

- To support identified SEN students to make progress across a range of subject areas.
- To attend to the personal and social needs of students and any other special requirements depending on the nature of a student's special needs and, wherever possible, making these part of the learning experience.
- To review progress data on students and target intervention accordingly.
- To assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- To supervise and provide support for students, including those with special needs, ensuring their safety and access to learning activities.
- Promote inclusion and acceptance of students while encouraging constructive relationships within the classroom and with parents.
- Provide feedback to students in relation to progress and achievement under the guidance of the teacher.

2. Support for Teachers

- Assist with the planning of learning activities.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
- Use strategies, in liaison with the teacher, to support students to achieve learning goals.
- Monitor students' responses to learning activities and accurately record achievement/progress as directed and provide detailed and regular feedback to teachers about students' achievement and progress.
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their behaviour.
- Administer routine tests, invigilate exams and undertake routine marking of students' work. Provide clerical/admin support, (e.g. photocopying, typing, filing).

3. Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses. Undertaking literacy and numeracy programmes, recording achievement and progress feeding back to the teacher.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use, including supporting the use of ICT in learning activities and developing students' competence in its use.

Conditions of Employment

To support and encourage the Academy's ethos and its objectives, policies and procedures as agreed by the governing body.

To uphold the Academy's policy in respect of child protection matters.

To attend Academy events and relevant meetings and training sessions as required.

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.

This 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 at any time after consultation with the post holder.

All staff participate in the Academy's Performance Management/Appraisal scheme.

Teaching Assistant– Person Specification

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good secondary education • GCSE English and Maths at C grade or above 	<ul style="list-style-type: none"> • Degree • First Aid training
Experience	<ul style="list-style-type: none"> • Work with young people 	<ul style="list-style-type: none"> • Experience of supporting students in a school environment
Skills	<ul style="list-style-type: none"> • Strong communicator • Ability to deal with students, parents and staff calmly and assertively • Sound IT skills 	<ul style="list-style-type: none"> • Experience of using data
Personal Qualities	<ul style="list-style-type: none"> • Flexible • Team player • Friendly and personable • Can-do attitude • Well-presented • Able to respect the confidentiality of personal information • Positive outlook • Resilient 	<ul style="list-style-type: none"> • Innovative
Other	<ul style="list-style-type: none"> • Passionate about helping young people fulfil their potential • Willingness to undertake occasional off-site work 	<ul style="list-style-type: none"> • Available to participate in trips outside school hours and residential activities • Willingness to undertake further training/study