



## Post Title: Teaching Assistant

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Together with our community we achieve extraordinary things

**Salary: Band 5 (SCP: 4 to 6)**

**Line Manager: Head of Primary/ Leader of SEN and Learning Support**

### Job Description

#### **Core purpose:**

- Undertake work/care/support programmes to enable access to learning for children and young people.
- Assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

### Specific

#### **Duties and responsibilities**

##### **Support for the Learners**

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Establish constructive relationships with pupils and interact according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Assist with the development and implementation of IEPs and Personal Care programmes.

##### **2. Support for the Teacher**

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupil work.
- Provide detailed and regular feedback to teachers on pupil achievement, progress, problems etc.
- Monitor pupil responses to learning activities and accurately record achievement/progress as directed.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers.
- Provide clerical/admin support e.g. photocopying, typing, filing, coursework etc.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Administer routine tests and invigilate exams and undertake routine marking of pupil work.

##### **3. Support for the Curriculum**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupil competence and independence in its use.

#### **Appleton Academy,**

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- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

#### 4. Support for the Academy

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the Academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development/appraisal as required.
- Assist with the supervision of pupils out of lesson times.
- Accompany teaching staff and pupils on visits, trips and out of Academy activities as required and take responsibility for a group under the supervision of the teacher.

#### Safeguarding and Compliance

- Promote the safety and wellbeing of pupils and staff within the school
- Uphold the Academy's Policies in respect of Safeguarding and Child Protection
- Through example and line management, ensure good order and discipline is maintained among pupils and staff, and that high expectations regarding safeguarding, behaviour and attendance are communicated and adhered to

#### Management of Resources

- Comply with the financial, health & safety, HR and other processes and procedures of the Trust
- Ensure that all the activities of the schools are conducted in accordance with all legal or statutory requirements and regulations, and that policies and procedures developed locally are consistent with best practice and recognised codes of practice
- Develop support capacity across the schools through coaching and other appropriate methods, supporting the development of effective pupil support roles within each school
- Ensure that all resources are organised and managed to provide the best possible outcomes for pupils

#### General

All Academy staff are expected to:

- Work towards and support the Academy's vision and the objectives
- Support and contribute to the Academy's responsibility for safeguarding pupils
- Work within the Academy's health and safety policy to ensure a safe working environment for staff, pupils and visitors
- Work within the Exceed Equality and Diversity policy to promote equality of opportunity for all pupils and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues
- Engage actively in the performance review process
- Adhere to Academy policies and procedures as set out in the staff handbook or other documentation available to all staff

#### CPD

Maximise opportunities for personal development by:

- Participating in INSET opportunities, both as a participant and leader of in house INSET sessions as required
- Participating in annual Performance Management procedures, identifying and requesting INSET opportunities as necessary
- Participating in collaborative work and the sharing of best practice

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

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## Person Specification

### Role: Teaching Assistant

Attributes	Essential	Desirable	How Identified
<b>Qualifications</b>	GCSE English and Maths Level C or above or equivalent NVQ Level 2 for Teaching Assistants (Supporting Teaching & Learning) or equivalent qualifications or experience	NVQ 3 for Teaching Assistants (Supporting Teaching & Learning) Experience of working as a Teaching Assistant	Application Form References
<b>Experience</b>	Working with learners of relevant age or relevant experience, e.g. voluntary organisation, parental caring experience. Ability to demonstrate behaviour management skills	Experience of working in a team situation. Experience of working in a school supporting children with additional or special educational needs	Application Form References Interview
<b>Specialist Knowledge</b>	Understanding of child development and learning.	An understanding of the issues relating to inclusion	Application Form References Interview
<b>Practical/Intellectual Skills</b>	Effective communication Good organisational skills Excellent literacy/numeracy skills Ability to use relevant technology		Application Form References Interview
<b>Disposition/Attitude</b>	Commitment to equal opportunities Commitment to team work Hardworking, imaginative and adaptable Respect confidentiality Friendly and approachable Ability to remain calm under pressure		Application Form References Interview