

Job Description
Job Title: Teaching Assistant
Responsible to: Director of Inclusion

Rate of Pay: Actual: £17,891.45 (FTE: £25,918.00)

Hours of Work: 30 hours per week, from 8.30 am to 3.00 pm, Monday to Friday.
Term Time, including Inset days (a total of 39 weeks).

Main Purpose of the Post:

To undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and classroom.

Main activities:

1) SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with special needs, ensuring all aspects of their inclusion including, where appropriate, some personal care, safety and access to learning activities.
- Establish constructive relationships with pupils and act as a Key Worker if required.
- 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.

2) SUPPORT FOR TEACHER/LINE MANAGER

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
- Use strategies, in liaison with teachers, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress.
- Provide feedback to teachers and/or line managers on pupils' achievements, progress, problems, etc.
- Promote good pupil behaviour, dealing promptly with conflicts and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Administer routine tests and invigilate exams when necessary.
- Provide clerical/administrative support.

3) SUPPORT FOR THE CURRICULUM

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

- 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 school.
- 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 as required.
- Assist with the supervision of pupils.
- Accompany teaching staff on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Be prepared to attend training sessions in your own time.

Other duties and responsibilities:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request, from the Principal, members of the Senior Leadership Team or their line manager, to undertake work of a similar level that is not specified in this job description.

Professional Development and Staff Support:

- To attend meetings and CPD sessions as required by the Director of Inclusion.
- To participate in a personal staff development/appraisal process in accordance to policy.
- Support effective teamwork and good relationships between all academy staff

Shoreham Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All staff and volunteers are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

All staff and volunteers must observe Health and Safety procedures to ensure a safe working environment. Shoreham Academy is committed to safeguarding and promoting the welfare of children therefore all positions in the school will be subject to a satisfactory Disclosure and Barring Service check.

To comply with the Immigration, Asylum and Nationality Act 2006, all prospective employees will be required to supply evidence of eligibility to work in the UK.

PERSON SPECIFICATION
Teaching Assistant

Criteria
Education and Experience
<u>Essential</u> • a minimum of Grade C at GCSE (or equivalent) in English and Maths. • post 16 education, higher level qualification. • experience of working with children. <u>Desirable</u> • educated to degree standard. • NVQ 2 for Teaching Assistants or equivalent qualifications or experience. • First Aid Qualification. • have experience of working with students of secondary school age.
Knowledge and Understanding
<u>Essential</u> • effective use of ICT to support learning. • use of other equipment, technology, eg. DVD, photocopier. <u>Desirable</u> • knowledge of the school's computer system, SIMS. • understanding of relevant policies/codes of practice and awareness of relevant legislation relating to "Safeguarding Children". • general understanding of national/foundation stage curriculum and other basic learning programmes/strategies. • basic understanding of child development and learning.
Skills and Abilities
• good literacy skills. • a person of integrity. • confident and professional. • able to maintain confidentiality. • able to remain impartial. • ability to self-evaluate learning needs and actively seek learning opportunities. • ability to relate well to children and adults. • work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. • a calm and patient nature. • good organisational skills.
Personal qualities
• A willingness to attend appropriate training and development. • A flexible approach to working hours. • Be committed to Shoreham Academy's equality and diversity policy.