

Job Description

Post Title: Teaching Assistant (SEND)

Location: John Port Spencer Salary/Pay Range: NJC Points 2-6

Hours of work: 31 hours per week, term time & inset (39 weeks)
(8.30am to 3.00pm Monday to Friday with one day finishing at 4pm to attend staff meeting/training.)

Reporting to: SENDCo

Purpose of Role

To work under the instruction/guidance of teaching/senior staff to enable access to learning for students and to assist teachers in the management of students and the classroom.

Work may be carried out in the classroom or outside the main teaching area.

Main Duties and Responsibilities

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

Support for Students

- Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Pupil Passports and Individual Education/Behaviour Plans
- Establish constructive relationships with students and interact with them according to individual needs
- Promote the inclusion and acceptance of all students
- Encourage students 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 students in relation to progress and achievement under guidance of the teacher

Support for Teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work
- Use strategies, in liaison with the teacher, to support students to achieve learning goals
- Assist with the planning of learning activities
- Monitor students' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on students' achievement, progress, problems etc.
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers

- Administer routine tests and invigilate exams and support the marking of students' work where appropriate.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use

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 students 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 as required
- Assist with the supervision of students out of lesson times, including before and after academy hours and at lunchtime
- Accompany teaching staff and students on visits, trips and out of academy activities as required and take responsibility for a group under the supervision of the teacher

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post-holder may be required to carry out other duties as required by the Trust.

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name:

Signature:

Date:

Person Specification

	Essential	Desirable	Evidenced by A,I,T
Qualifications and experience			
Good standard of education especially with regard to literacy and numeracy skills.	Y		A,I
GCSE Maths and English grade C or equivalent	Y		A
Experience of working in a school environment		Y	A,I
Previous experience of working with children		Y	A,I
Knowledge and skills			
Ability to work calmly under pressure	Y		A,I
Ability to communicate clearly orally and in writing	Y		A,I
Ability to work collaboratively with others	Y		A,I
Ability to work within school based systems and specified timelines	Y		A,I
Working knowledge of a range of administration procedures	Y		A,I
Ability to proficiently use office computer software including word processing, spreadsheets, google documents, databases and internet systems	Y		A,I
SIMS management information system		Y	A,I
Academy procedures		Y	A,I
Personal qualities			
Excellent interpersonal skills with the ability to maintain strict confidentiality	Y		A,I
A diplomatic and patient approach	Y		A,I
Initiative and ability to prioritise own work and that of others to meet deadlines	Y		A,I
Efficient and meticulous in organisation	Y		A,I
Able to follow direction and work in collaboration with the leadership team	Y		A,I
Able to work flexibly, adopt a hands on approach and respond to unplanned situations	Y		A,I
Ability to evaluate own development needs and those of others and to address them	Y		A,I
Commitment to the highest standards of child protection and safeguarding	Y		A,I
Recognition of the importance of personal responsibility for health and safety	Y		A,I
Commitment to the Trust's ethos, aims and whole community.	Y		A,I