

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Teaching Assistant	Location	Milton Keynes Academy
Salary	£24,413 - £27,254 (FTE) £21,185 - £23,651 (Actual, Pro Rata)	Hours	37 Hours (Term Time only) Monday to Thursday 8am-4pm Friday 8am – 3:30pm
Department	Support Staff	Reports To	Director of SEND

JOB PURPOSE:

To provide holistic support for pupils with identified SEND needs from home to classroom, working within the SEND Code of Practice to promote full inclusion within our school.

KEY RESPONSIBILITIES AND DUTIES:

- Recognise, praise and celebrate the commitment and achievements of colleagues, pupils and other stakeholders
- Be a positive role model of the values and behaviours that underpin the school vision
- The Academy aims to maintain harmonious relations between all site users; you must ensure that care is taken when dealing with children and involvement with others is professional
- Be part of the team and willingly assist staff with simple tasks as requested

Learning and Teaching

- Provide educational support for pupils needs to include: Cognition and Learning, Communication and Interaction, social emotional and mental health and physical and sensory
- Provide educational support for students with an Education Health Care Plan (EHCP)
- Provide educational support for students who do not have a Statement but are placed on the Special Needs Register or Intervention Register and follow an Individual Education Programme
- Deliver programmes of educational support and intervention to small groups or individuals
- Act as a liaison between the school and the families of pupils with SEND
- Be involved in the programme planning and subsequent review meetings for all pupils
- Assist in the preparation of reports and completion of reviews
- Assist in providing access arrangements in formal exams for pupils on the SEN Register
- Liaison with all stakeholders as required
- Assist in the differentiating of in-class teaching material as appropriate
- Develop a broad understanding of the schemes of work, and modes of assessment to support teachers in differentiating appropriately for pupils with SEN
- Assist in preparing the learning environment
- Promote positive pupil behaviour in and around the school, to ensure a constructive and safe working environment
- Support with pupils who have exam concessions
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Be involved in the programme planning and subsequent review meetings for all students you support or are likely to support
- Assist in the preparation of reports and completion of reviews
- Assist in providing access arrangements in formal exams for students on the SEN Register

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Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Keep accurate working records for all pupils and track progress and monitor impact
- Read and understand lesson plans shared prior to lessons
- Work in compliance with the school policies and procedures, especially those relating to child protection and health and safety

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 a manager to undertake work of a similar level that is not specified in this job description.

The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

The Milton Keynes Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The law requires this position to have an enhanced criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from Rehabilitation of Offenders Act.

If your application is taken further you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post this information will be checked against Criminal Records Bureau files. You will be provided with full information at each stage.

JOB REQUIREMENTS:

	Essential	Desirable
QUALIFICATIONS	• Level 2 Certificate in Supporting Teaching and Learning in Schools • Demonstrable levels of numeracy and literacy equivalent to GCSE (A*-C or 9-4) or above in English and Maths	• Level 3 Certificate in Supporting Teaching and Learning • Level 3 Award in supporting children and young people with Autism • Further relevant qualifications e.g., NVQ, TA Status or equivalent qualification in childcare • First Aid training • Safeguarding Training
EXPERIENCE	• Experience of working with young people • Understanding of the characteristics of working with pupils	• Experience of working as a Teaching Assistant or equivalent experience of working with children or young people in a school environment, preferably secondary education

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	- Knowledge of guidance and requirements around safeguarding children - Basic understanding of how pupils learn - Understanding of roles and responsibilities within the classroom and whole school context	- Experience of planning and leading teaching and learning activities (under supervision) - Understanding of the characteristics of working with pupils with SEND needs - Knowledge of how to help adapt and deliver support to meet individual needs
KNOWLEDGE AND UNDERSTANDING	- Aptitude for working with young people - Good literacy and numeracy skills - Good organisational skills - Ability to build effective working relationships with pupils and adults - Proven ability of communicating accurately and effectively both orally and in writing - Active listening skills - Proficient use of Microsoft Office and Outlook packages - Ability to give and receive effective feedback and act to improve own performance and that of others - Ability to explain ideas clearly and succinctly - Demonstrate caring, patience, energy, motivation, commitment and empathy - Ability to respond to challenging situations with control and measured responses	Ability to work with students individually, in small groups or whole classes
SKILLS AND PERSONAL ATTRIBUTES	- Being very well organised - Hard working - Solid team working skills - Solution orientated and resilient - The ability to remain calm in stressful situations - Enjoyment of working with children - Sensitivity and understanding, to help build good relationships with pupils - A commitment to getting the best outcomes for all pupils and	

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	promoting the ethos and values of the school • Commitment to maintaining confidentiality at all times • Commitment to safeguarding pupil's wellbeing and equality • A commitment to follow all requirements, training and adhere to all policies ensuring and promoting the safeguarding and welfare of pupil's • A commitment to working to improve the life chances of all the young people in our School	
CREATIVE EDUCATION TRUST VALUES	All colleagues are expected to demonstrate the Creative Education Trust values in their work by: Empowering Ambition: Supporting personal growth, innovation and high performance. Championing Equity: Promoting fairness, inclusion and high expectations for every student. Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.