

**Batley Multi Academy Trust - Job Description**

<b>Trust/School Post:</b>	<b>Batley Girls' High School</b>
<b>Department:</b>	<b>SEND</b>
<b>Post:</b>	<b>Educational Teaching Assistant</b>
<b>Grade:</b>	<b>6</b>
<b>Accountable to:</b>	<b>SENDCo Lead</b>
<b>Responsible for:</b>	<b>N/A</b>
<b>Purpose of Job</b>	
To work closely with individual learners or small groups to provide specific support to meet their individual learning needs.	
<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Support teachers in lessons/intervention sessions with individual learners or small groups to help them understand the content of the lesson.</li> <li>• Provide day to day support to learners in terms of their attainment, behaviour and wellbeing regardless of their starting point or background.</li> <li>• Work closely with other staff such as Pastoral Leaders and Teachers to ensure that learners are appropriately supported.</li> <li>• Liaise with parents/carers where necessary.</li> <li>• Attend meetings with departments and/or the SEND team.</li> <li>• Provide assistance to individual learners or small groups through implementing behaviour plans, Individual Education Plans and teaching strategies to maximise achievements.</li> <li>• Contribute to plans, reviews and evaluations for learners by writing reports on progress and attendance at meetings.</li> <li>• Assist teachers in the planning cycle and the management/preparation of resources.</li> <li>• Provide basic clerical duties where required e.g. photocopying, filing, displays for departments where required.</li> <li>• Under the direction of the teacher, work with individuals or groups of learners in accessing the school library and in the use of ICT.</li> </ul>	
<b>Additional Information</b>	
<ul style="list-style-type: none"> <li>• Undertake any such duties commensurate with the post as directed by the Headteacher/Line Manager.</li> <li>• As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.</li> </ul>	

- A good knowledge and understanding of the Data Protection Act 2018 and a willingness and commitment to ensure compliance of this and any associated data-related legislation.
- Develop and maintain an awareness of mental health issues affecting both colleagues and learners and act in a supportive way that helps others and enables them to be open about any issues affecting them.

**Batley Multi Academy Trust - Employee Specification**

<b>Post: Educational Teaching Assistant</b>	<b>Grade: 6</b>
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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

<b>Qualifications, Skills, Experience</b>	<b>Essential/ Desirable</b>	<b>Method of assessment</b>
Minimum of 5 GCSE's Grade 4 – 9 (A –C) or equivalent including English and Maths.	Essential	Certificates
Education to A Level standard (or equivalent).	Essential	Certificates
NVQ Level 3 for Teaching Assistants (or equivalent qualifications) or experience.	Essential	Certificates
Experience of working with children/young people.	Essential	Application Form
Experience of assisting classroom teachers in delivering the curriculum and supporting learning in a school setting.	Essential	Application Form

<b>Performance Attributes</b> <i>Please note, all the following criteria are <b>essential</b></i>	<b>Method of assessment</b>
Good literacy and numeracy skills to be able to produce complex documentation.	Application Form
Good IT skills.	Application Form
Effectively communicates and exchanges orally or in writing complicated information to inform others, including colleagues, students and parents/carers.	Application Form/ Selection Process
Works cooperatively as part of a team, taking responsibility for activities as directed.	Application Form/ Selection Process
Makes a contribution to working flexibly with colleagues within and across the teams and supports others to achieve shared goals.	Application Form
Organises own workload with minimum supervision and prioritises to meet deadlines and meet the needs of the school/	Application Form

Trust.	
Takes a flexible approach to changing priorities or unexpected situations.	Application Form
Consistently performs to the best of their ability as directed and delivers an efficient and effective service.	Application Form/ Selection Process
Reflects on performance and is committed to improving services.	Application Form/ Selection Process
Responds appropriately to difficult or unexpected situations in the workplace and interprets information to resolve difficult problems.	Application Form/ Selection Process
Ability to use a range of problem solving techniques, to think creatively when presented with varied requests and to know when to refer on to colleagues.	Application Form/ Selection Process
Recognises the importance of continued professional development.	Application Form/ Selection Process
Works with integrity and professionalism.	Application Form/ Selection Process
Flexible approach and adapts to change in a positive manner.	Application Form/ Selection Process
Resilient and able to work under pressure.	Application Form/ Selection Process