



# Job Description

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**Job Title:** Teaching Assistant

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**Location:** Bracken Hill School

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## Job Description

<b>Job Title</b>	Teaching Assistant
<b>Location:</b>	Bracken Hill School, Chartwell Road, Kirkby in Ashfield, Nottinghamshire, NG17 7HZ
<b>Hours per week:</b>	Full-time (32.50 hours)
<b>Weeks worked per year:</b>	Term Time Only
<b>Reporting to:</b>	Teaching Staff / Senior Staff
<b>Salary Scale:</b>	Grade 3 Points 5-7

### Main purpose of Role

- To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils identified as having severe learning difficulties including complex and multiple special education needs and those with challenging behaviour, in a range of different learning situations and settings. Work may be carried out in the classroom or outside the main teaching area.

### Principal Accountabilities:

<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities</li> <li>Planning and providing practical assistance in relation to identified physical needs</li> <li>Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes</li> <li>Establishing a constructive relationship with pupils and interacting with them according to individual needs</li> <li>Promoting the inclusion and acceptance of all pupils</li> <li>Encouraging pupils to interact with others and engage in activities led by the teacher</li> <li>Setting challenging and demanding expectations and promoting self-esteem and independence</li> <li>Providing feedback to pupils in relation to progress and achievement under guidance of the teacher</li> <li>Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work</li> <li>Using strategies, in liaison with the teacher, to support pupils to achieve learning goals</li> <li>Assisting with the planning of learning activities</li> </ul>
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	<ul style="list-style-type: none"> <li>• Monitoring pupils' responses to learning activities and accurately recording achievements/progress as directed</li> <li>• Providing detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.</li> <li>• Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour</li> <li>• Establishing constructive relationships with parents/carers</li> <li>• Administering routine tests and invigilating exams and undertaking routine marking of pupils' work</li> <li>• Working with and acting upon guidance provided by teachers and other professionals such as Inclusion Services, Speech Therapists, Physiotherapists, Occupational Therapists, Moving and Handling Specialists</li> <li>• Providing clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc</li> <li>• Assisting the teaching staff in the smooth transition between educational phases</li> <li>• Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses</li> <li>• Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher</li> <li>• Supporting the use of ICT in learning activities and developing pupils' competence and independence in its use</li> <li>• Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use</li> <li>• Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes</li> <li>• Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher</li> </ul>
<p><b>General Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Be aware of and comply with school policy and procedures</li> <li>• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop</li> <li>• Contribute to the overall ethos/work/aims of the school</li> <li>• Appreciate and support the role of other professionals</li> <li>• Attend relevant meetings as required</li> <li>• Participate in training and other learning activities and performance development as required</li> </ul>

	<ul style="list-style-type: none"> <li>• To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate</li> <li>• Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions</li> </ul>
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This Job Description is non-exhaustive and sets out the main expectations of the post holder. This Job Description can be altered with the agreement of the postholder and will be reviewed regularly. 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 MAT 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.

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

## Person Specification

Criteria	Essential
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience of working within an educational setting.</li> <li>• Experience of working with children with special educational needs.</li> <li>• Suitability to work with Children – an Enhanced DBS will be undertaken on appointment.</li> </ul>
<b>Education &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Good literacy and numeracy skills together with NVQ level 3 for Teaching Assistants or equivalent qualifications, experience of supporting children in a classroom environment and a general understanding of the National Curriculum requirements and other basic learning programmes/strategies, experience of working as part of a team.</li> <li>• Take responsibility for own professional development and be willing to take part in further in-service or external development training.</li> <li>• A willingness to identify and develop own IT skills.</li> </ul>
<b>Personal Skills &amp; General competencies</b>	<ul style="list-style-type: none"> <li>• The ability to work independently and unsupervised understanding the school's roles and responsibilities and your own position within these.</li> <li>• The ability to build and maintain effective relationships with pupils, colleagues and stakeholders in a fair and equitable manner.</li> <li>• Good time management.</li> <li>• Confidence and independence.</li> <li>• Commitment to Equal Opportunities.</li> <li>• To uphold the school's positive reputation.</li> </ul>