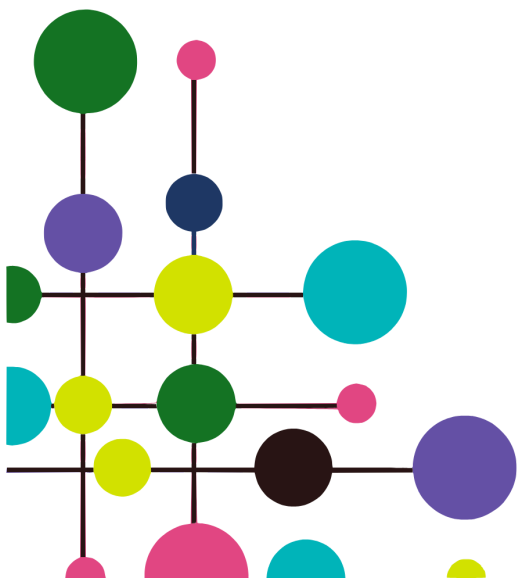


Teaching Assistant (Advanced) Job Description

Post	Teaching Assistant (Advanced)
Responsible to	
Salary	Grade 4
Location	
Working Pattern	
Disclosure Level	Enhanced DBS



Job Purpose

- To support teaching staff as an advanced practitioner in the delivery of the curriculum using enhanced skills and knowledge.
- To mentor and support teaching assistants with their roles.
- To provide cover in times of staff absence.

Principle Responsibilities

Support for Curriculum

With minimum supervision and in agreement with teaching staff, undertake the following duties:

- Supporting the teaching staff to enable all children to meet their full potential within the school setting and when learning outside of the classroom on trips and outside of school activities as required.
- Where necessary handle small amounts of cash for administration purposes such as school trips/fundraising events.
- Develop an understanding and awareness of the vulnerable groups within the school as relevant to the role.
- Provide support for pupils through the planning, delivery and evaluation of learning activities.
- To take responsibility for being organised, prepared and clear on the purpose of the role within a learning activity. This may include organisation of specific resources required for a task being undertaken.
- To be actively involved in the daily development and updating of the learning environments in order for these to support the current learning.
- Support and promote the use of technology within the classroom, using this as a teaching tool for groups and individuals.

Additionally:

- *Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND).*
- *Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.*
- *Observe pupil performance and pass observations on to the class teacher.*
- *Direct the work, where relevant, of other adults in supporting learning.*
- *Ensuring the correct resources required for supporting pupils for specialist areas or programmes being delivered are ordered, available and maintained, alongside the correct use and handling of this equipment.*

Support for Pupils

With minimum supervision and in agreement with teaching staff, undertake the following duties:

- Support and lead the activities of individuals or groups of children in liaison with teaching staff. Participate in the education of children, including contributing to their health and well-being.
- To plan, prepare, deliver programmes for specific interventions to close the gap with peers as directed by teaching staff and school lead, using formative assessment to adapt and monitor the provision.

- To ensure support offered to groups and individuals promotes independence and challenge through planning and liaison with teaching staff and outside agencies, as necessary.
- Meeting the personal care needs of children including, where appropriate, intimate care, in line with guidance of the MAT and school policies.
- To supervise and engage with pupils during recreational periods such as playtimes or lunchtimes as directed.
- To deal with minor first aid incidents and referring more severe injuries to the Designated First Aider.
- To support, plan and lead pastoral work as directed by teaching staff, leaders and Designated Safeguarding Leads.
- Undertake written or verbal feedback in line with the policies of the school for pupils who have been supported within a learning activity.

Additionally:

- *Read and understand lesson plans shared prior to lessons, if available.*
- *Prepare the classroom for lessons.*
- *Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities.*
- *Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning.*
- *Plan how they will support the inclusion of pupils in the learning activities.*

Support for Teaching Staff

With minimum supervision and in agreement with teaching staff, undertake the following duties:

- To support teaching staff with the preparation and accessibility arrangements for testing and baseline activities, undertaking a proactive role in leading the provision for groups or individuals.
- To support and plan the provision for children with additional needs, using their personalised targets under the direction of teaching staff/SENCO/EAL Lead/outside agencies.
- Record keeping will be up to date and shared where relevant.
- Communicate, evaluate, and monitor the impact of learning activities with the teaching staff and leaders directing the provision.
- To proactively communicate with parents through consultation with teaching staff.
- To support, provide and in some cases, lead, the resources required for teaching activities and classroom administration tasks, such as reading book changing, photocopying, resource preparation for lessons, leading specific interventions, phonics groups etc.
- To undertake duties of the key worker role for EYFS if applicable, including the reporting to parents.
- To supervise the whole class for a short time, in an emergency (normally for a period less than a whole lesson until the teacher returns or alternative arrangements are made) or for a short period of planned absence (usually a lesson or less).

Additionally:

- *Communicate their knowledge and understanding of pupils to other school staff and education, health, and social care professionals, so that informed decision making can take place on intervention and provision.*
- *Where requested, assess the needs of pupils and contribute to the development of Individual Education Plans.*

- *Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers.*
- *With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with.*
- *To cover and lead class teaching as and when appropriate in line with the agreed expectations from Robin Hood Multi Academy Trust, providing feedback to the pupils and a summary update for the class teacher. In a typical school week, this would represent approximately 60% of the school week; however, at times of need, in the short term this may be more. Any sustained increase in cover beyond this approximate 60% will be formally reviewed by the Headteacher in line with Trust policy.*
- *Specified work for teaching includes the planning, delivery, and assessment of a lesson under the direction of the teacher.*
- *To contribute to the identification and planning of out-of-school learning activities to consolidate and extend work carried out in class.*

Support for the School

With minimum supervision and in agreement with teaching staff, undertake the following duties:

- To adhere to the ethos of the school, promoting the agreed vision and aims.
- To set an example through personal integrity and professionalism.
- All staff are expected to recognise and value differences and always show dignity and respect.
- To attend training, meetings, and events, as directed within working hours.
- To engage with the professional development required to fulfil the role, proactively securing the specific subject knowledge and specific skills required for the learning activity or programme being delivered. This may involve specific training for meeting individual needs such as specific qualifications, First Aid, Speech and Language, specialist area, pastoral strategies etc.
- As the Trust is committed to personal and organisational development, the post holder is encouraged to identify job-related development needs and opportunities and discuss these with their line manager.
- To proactively engage with the MAT Professional Growth Policy, taking advantage of opportunities to visit and learn from other schools within and outside of the Trust in order to develop the practice within the school setting.
- To be flexible in the deployment across the school where needed, depending on the needs of the pupils. This could involve working with the whole class, large and small groups, pairs, or individuals as needed at the discretion of the Headteacher.

Additionally:

- *Keep own knowledge and understanding relevant and up to date by reflecting on own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.*
- *To be a lead for the whole school in a designated specialist area and share expertise and skills with others.*
- *To support and mentor new and less experienced teaching assistants, including student teaching assistants/volunteers.*

General

- Be proactive with maintaining safety of pupils and their environment, adhering to policies/risk assessments and reporting/raising issues of concern.

- Contribute to the behaviour management of pupils, promoting school policies and the implementation of school strategies.
- To establish and maintain positive relationships with all pupils.
- Effective and professional communication with colleagues.
- Adhere to the MAT IT Acceptable Usage Policy and maintain up to date knowledge of the use of the MAT IT systems such as Google Drive and email.
- To have a responsibility for promoting and safeguarding the welfare of pupils within the school.
- Adhere to the safer working practices within the school.
- As employees of Robin Hood MAT, all staff must ensure they are familiar with the policies of the Trust and the School which are relevant to their role.
- Undertake any other duties as deemed appropriate within the grade and nature of the post to support the needs of the school or in line with updated Government Guidance.

Additionally:

- *Assist in the development and implementation of policies relating to Teaching Assistants.*
- *Advise the management team on any issues affecting the Teaching Assistants.*

Undertake any other duties as deemed appropriate within the grade and nature of the post to support the needs of the school or in line with updated Government Guidance.

Safeguarding Statement

Robin Hood Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check.

This appointment is with Robin Hood Multi-Academy Trust. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the trust in relation to the post-holder's professional responsibilities and duties.

The appointment is subject to the terms and conditions outlined in the 'Robin Hood MAT Contract