

Batley Multi Academy Trust - Job Description

Trust/School Post:	Upper Batley High School
Department:	Special Education Needs
Post:	Educational Teaching Assistant
Grade:	6
Accountable to:	SENDCo
Responsible for:	N/A
Purpose of Job	
<p>To support learners, parents/carers, and teachers, to establish a supportive learning environment in which young people make strong academic progress.</p> <p>To work under the direction of the classroom teacher regarding all matters relating to the progress learners make through the curriculum.</p>	
Responsibilities	
<ul style="list-style-type: none"> • Support teachers in lessons/intervention sessions with individual learners or small groups to help them understand the content of the lesson. • Provide day to day support to learners in terms of their attainment, behaviour and wellbeing regardless of their starting point or background. • Work closely with colleagues, including teaching staff and the SENDCo to ensure that learners receive appropriate support. • Liaise with parents/carers where necessary. • Attend meetings with subject leaders, class teachers and/or the SENDCo • Provide assistance and support to individual learners or small groups by implementing behaviour plans, Additional Needs Plans (I-APDR), Education Health and Care Plans (EHCP) and tailored teaching strategies to help maximise learners academic and personal achievement. • Undertake intimate care duties and comfort of learners, ie toileting (as per school guidance and direction), as and when required. • Contribute to plans, reviews and evaluations for learners by writing reports on progress and attendance at meetings. • Assist teachers in the planning cycle and the management/preparation of resources. • Provide basic clerical and administrative duties where required e.g. photocopying, filing, displays for departments/classrooms where required. • Assist in securing the health, safety, welfare and good conduct of learners during break and lunchtimes. 	

- Supervise learners eating their meal in dining areas and clean up spillages, using signage to indicate wet floors where needed.
- Supervise queues waiting to enter specified dining areas.

Additional Information

- Undertake any such duties commensurate with the post as directed by the Headteacher/SENDCo/ Line Manager.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.
- A strong 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

Post: Educational Teaching Assistant	Grade: 6
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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.

Qualifications, Skills, Experience	Essential/ Desirable	Method of assessment
Minimum of 5 GCSEs Grade 4 – 9 (A –C) or equivalent including English and Maths.	Essential	Certificates
Educated to A Level standard (or equivalent).	Desirable	Certificates
NVQ L3 for Teaching Assistants (or equivalent qualifications).	Essential	Certificates
Experience of working with children/young people.	Essential	Selection Process

Performance Attributes <i>Please note, all the following criteria are essential</i>	Method of assessment
Good literacy and numeracy skills to be able to produce a variety of documentation.	Selection Process
Good IT skills.	Selection Process
Effectively communicates and exchanges orally or in writing complicated information to inform others, including colleagues, learners and parents/carers.	Selection Process
Works cooperatively as part of a team, taking responsibility for activities as directed.	Selection Process
Makes a contribution to working flexibly with colleagues within and across the teams and supports others to achieve shared goals.	Selection Process
Consistently performs to the best of their ability as directed, impacting positively on learners' progress, and delivers an efficient and effective service.	Selection Process
Reflects on performance and is committed to improving services.	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.	Selection Process
Recognises the importance of continued professional development.	Selection Process
Works with integrity and professionalism.	Selection Process
Flexible approach and adapts to change in a positive manner.	Selection Process
Resilient and able to work under pressure.	Selection Process