

Job Profile: Teaching Assistant

Salary scale:	B3, SCP 7 – 11 (£26,403 - £28,142 FTE)
Actual salary:	£19,437 - £20,717
Working hours:	32.5 hours per week, Term Time Only (38 weeks)
Academy:	Abbey Grange Academy
Responsible to:	SENDCo
Nature of contract:	Permanent

Job purpose:

To provide learning, care and support to enable all students to access the curriculum and associated activities, working in partnership with staff and other professionals.

Job specific responsibilities:

- To work under the instructions and guidance of teaching and senior staff to carry out learning, care and support programmes to enable access to learning for students.
- To assist the teacher in the management of students and the classroom
- To undertake work in the classroom or outside the main teaching area on a 1-1 or small group basis
- To assist with the planning and learning activities
- To communicate with appropriate teaching staff to ensure good preparation of all lessons
- To prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use to ensure they are well prepared for all lessons
- To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- To use strategies, in liaison with the subject teacher, to support students to achieve learning goals
- To assist the display of students' work in the classroom and Academy as appropriate
- To administer routine tests, invigilate exams and undertake routine marking of students' work
- To undertake structured and agreed learning activities and teaching programmes, adjusting activities according to student responses
- To support the use of ICT in learning activities and develop students' competence and independence in its use
- To undertake programmes linked to local and national learning strategies – literacy, numeracy, KS3/4 Post 16 achievement and progress and feeding back to the teacher
- To set challenging and demanding expectations and promote self-esteem and independence
- To provide feedback to students in relation to progress and achievement under the guidance of the subject teacher
- To monitor students' responses to learning activities and accurately record achievement and progress as directed
- To provide detailed and regular feedback to subject teachers on students; achievements, progress, difficulties etc

- To supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities
- To be aware and comply with policies and procedures relating to child protection/safeguarding (in line with Keeping Children Safe in Education and Academy safeguarding policy), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To assist with the development and implementation of Education, Health and Care Plans, Individual Behaviour Plans and Pupil Passports
- To appreciate and support the role of other professionals involved in the teaching and learning, care and support of students
- To provide an excellent role model for students conveying high standards of behaviour, punctuality, attendance and appearance
- To encourage students to interact with others and engage in activities led by the teacher
- To promote good student behaviour, dealing promptly with conflict and incidents in line with established Academy policy and encourage students to take responsibility for their own behaviour
- To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- To establish constructive relationships with students and interact with them according to individual needs
- To promote the inclusion and acceptance of all students
- To establish constructive relationships with parents and carers
- To provide clerical and administrative support i.e. photocopying, word processing, filing, administer coursework
- To undertake duties on a rota basis, including before school and at break/lunch time
- To take part in appropriate meetings and events with colleagues, parents/carers, governors and external partners
- To accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of a teacher
- To accept personal responsibility for supporting the general ethos, atmosphere and progress of the Academy.
- To participate in training and other learning activities and performance development as required
- To contribute to the PSHCE programme as required
- To contribute to the overall ethos, work and aims of the Academy

Abbey MAT responsibilities

- Contribute to the overall aims and values of the academy and Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all academy and Trust policies and procedures including child protection, safeguarding, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- To safeguard and promote the welfare of children for whom you have responsibility, or come into contact, including adhering to all specified procedures
- To promote and adhere to principles underpinning equalities in terms of employment and service delivery to ensure that colleagues are treated, and services delivered, in a fair and consistent manner.



The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in this profile, but which is in line with the general scope, grade and responsibilities of the role.

People Profile:

Aptitudes, qualities and values:	Essential	Desirable
An enthusiastic and innovative teaching assistant, passionate about teaching and learning	✓	
Ability to build appropriate and effective professional relationships with all	✓	
Possess personal integrity, warmth, a willingness to grow and learn, and a sense of humour	✓	
Ability to reflect critically, and respond to, performance and feedback	✓	
Enabling the highest levels of student achievement through translating vision, ethos and values into practice	✓	
Ability to articulate, communicate and support the Christian ethos and values of Abbey Grange Church of England Academy	✓	
Think creatively in order to anticipate and problem solve	✓	
Excellent interpersonal, written and oral communication skills	✓	
High level of emotional intelligence and self-awareness	✓	
Excellent time manager	✓	
Personal resilience	✓	
Inspire, challenge, and motivate students towards a shared vision	✓	
Foster an open, fair and equitable culture, managing conflict where necessary	✓	
Prioritise, plan and organise self and others	✓	
Willingness to make a positive contribution to the wider life of the school/Academy and community	✓	
Qualifications, knowledge, skills and experience:	Essential	Desirable
GCSE Maths and/or English grades A-C, or other equivalent qualifications that demonstrate good literacy and numeracy skills	✓	
NVQ Level 2 Teaching Assistant Award or appropriate level of experience of operating in the classroom environment	✓	
Experience of working with or caring for young people of relevant age (11-19)	✓	
General understanding of the national/foundation stage curriculum and other basic learning programmes/strategies	✓	
Understanding of relevant policies, codes of practice and awareness of relevant legislation	✓	
Basic understanding of child development and learning	✓	
Ability to use ICT effectively to support learning	✓	
Successful working relationships with students, staff, parents and carers	✓	

Ability to use other equipment and technology i.e. video, photocopier to support learning	✓	
Ability to work constructively as part of a team	✓	
Understanding regarding Attachment Disorder		✓
Safeguarding and promoting the welfare of students:	Essential	Desirable
Appropriate motivation to work with children and young people	✓	
Ability to maintain appropriate relationships and personal boundaries with children and young people	✓	
Comply with the Trust's commitment to the protection and safeguarding of children	✓	

Our Trust mission:

In Partnership to Educate, Nurture and Empower

Our Trust vision:

Abbey Multi Academy Trust is committed to providing high quality education for all within an environment which is welcoming, disciplined and purposeful. Through a range of opportunities including academic, cultural and spiritual, our pupils and colleagues are empowered and nurtured to flourish and live 'life in all its fullness' (John 10:10).

www.abbeymat.co.uk

