

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>POST:</b>	Teaching Assistant Level 4 Teaching & Learning Cover Specialist
<b>LOCATION:</b>	Spring Common Academy
<b>RESPONSIBLE TO:</b>	Senior Leadership Team
<b>SALARY:</b>	Point 12 £28,598 pro-rata (actual Salary £23,829)
<b>HOURS &amp; WEEKS:</b>	32.5 hours a week, term time only plus training days

### Job Purpose:

- To lead high quality, adapted, risk assessed and challenging learning to groups across the school.
- To record and report on pupils' skills, knowledge and progress using the current assessment system.
- To supervise teaching assistants using agreed protocols for health and safety and individual plans.
- Contribute to raising standards of achievement for all pupils.

### Principal Accountabilities:

#### 1. Support for children

- Lead learning activities in relation to school curriculum across different classes.
- Provide specialist support (requiring in-depth knowledge and experience) to children with a range of severe special needs.
- Deploy teaching assistants in class teams to ensure safe environments and that care plans are followed in line with good practice standards.
- Establish and maintain supportive, positive and professional relationships with individual pupils and colleagues.

#### 2. Support for the curriculum

- Understand and follow sequenced curriculum planning.
- Lead engaging multisensory activities to ensure pupils develop key skills and knowledge over time.
- Record and evaluate pupil progress and development against learning objectives (on Earwig).
- Provide feedback on learning activities and contribute to school review and development planning.
- Organise the safe learning environment and develop appropriate resources as required.
- Contribute to behaviour management within the school and take charge of situations within sessions.

### **3. Support for the school**

- Develop and maintain effective working relationships with other staff and parents or carers.
- Provide support to Senior Leadership Team in ensuring that the whole school provides a safe, healthy and learning environment.
- Attend and actively participate in staff meetings and training.

#### **Safeguarding our pupils:**

All staff work as part of a team. They are required to support the values and ethos of the academy and trust and school priorities as defined in the School Development Plan and priorities. This will mean focusing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of Disclosure and Barring Service check (DBS) to be undertaken. Therefore, it is essential in making your application that you disclose any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the Ministry of Justice. The DBS check will reveal both spent and unspent convictions, cautions and bind-overs as well as pending prosecutions, which aren't 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) and check to establish that a person is not barred from 'regulated' activity as defined by the Safeguarding Vulnerable Groups Act 2006.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

The fact that a pending prosecution, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

In the event of employment being taken up, any failure to disclose relevant convictions will result in dismissal or disciplinary action by the academy.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.

The trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

#### **Person Specification**

- Level 3 teaching assistant experience of effective impact on teaching and learning and safe provision.
- Experience of effectively leading a class session for children with SLD/PMLD is essential.
- Experience in safely deploying support staff to ensure wellbeing of children with SEND and medical needs.
- Ability to maintain high standards and work professionally and independently is essential.
- Good understanding of ICT and communication systems.