



**Job Description**  
**Progress Partner (Teaching Assistant)**

**Contract Type:** Full-Time, Permanent

**Working Hours:** 38.5 hours per week, Term Time only

**MAIN PURPOSE OF THE JOB:**

- To achieve the highest possible levels of progress and achievement for all pupils at Serenity School.
- To support the Senior Leadership Team in creating lasting improvement in the quality of provision through supporting on teaching, learning and assessment with professionalism and high expectations.
- To develop systems to ensure all key performance indicators are able to be measured appropriately on a regular basis.

**KEY RESPONSIBILITIES OF THE JOB HOLDER:**

To contribute to the development and improvement of school life for all pupils through effective support of teaching, learning and assessment.

**Main Responsibilities of Role**

1. To take a lead role in delivering learning activities to individuals and groups of pupils under an agreed system of supervision
2. To make a significant contribution to the planning and preparation of learning activities for specified individuals or groups
3. To provide the relevant teacher(s) with appropriate feedback and reports on pupil achievement, progress and development
4. To contribute to effective team practice by attending and participating in planned in-service training as appropriate
5. To promote the inclusion of all pupils within the classroom and being aware of different pupil's specific needs.
6. To understand and respond positively to the physical, emotional and /or behavioural need of pupils and to encourage participation and independence
7. To promote and reinforce School policies, practices and procedures, including an understanding of child protection and health and safety responsibilities
8. To participate in multi-agency meetings if required
9. To liaise with parents/ carers as point of contact for learning support/ welfare issues

**Contacts & Relationships:**

1. To work in partnership with both internal and external staff/ agencies to support the Teaching, learning and Assessment of the pupils.
2. To work with the SLT on the School Development Plan and any other school wide plans as directed.
3. To attend team meetings and participate in activities that support the senior leadership team in the maintenance of teaching, learning and assessment.
4. To assist and support other members of staff to ensure the smooth running of the school including involvement in offsite activities.

### **General**

1. To carry out the duties and responsibilities of the post in accordance with School policies and relevant to health and safety guidance and legislation.
2. To use IT systems as required to carry out duties of the post in the most effective manner.
3. To participate in performance management and undertake training and professional development as appropriate.
4. To undertake other duties appropriate to the post that may reasonably be required by SLT.
5. To ensure that all services within the areas of responsibility are provided in accordance with School commitment to high quality provision.
6. At all times carry out the responsibilities of the post with regard to School Equal Opportunity Policies.
7. Attend school-based meetings and complete relevant administrative tasks.
8. Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of School life.
9. Be physically fit and prepared to undertake positive handling training with all staff as required by the SLT.
10. Be prepared to use, and support other staff, using positive handling techniques as a last resort in conflict management.

### **General:**

The scope of this profile reflects the needs of the school at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the school change over time.

**PERSON SPECIFICATION:** Progress Partner

<b>Skills, qualities, experience</b>	<b>Essential</b>	<b>Desirable</b>
Level 2 or 3 Certification in specific subject area	√	
Grade C or above in GCSE English and Maths or equivalent	√	
Excellent communication skills	√	
Experience of working with young people within a school environment	√	
Ability to interpret data	√	
To be flexible and adaptable	√	
Willingness to undertake training as required to fulfil role	√	
Ability to present to different audiences	√	
Ability to promote the ethos of the School	√	
To be positive and committed to inclusive education	√	
To be a good team player	√	
Competent IT skills		√
A desire to establish, develop and embed structures, systems and procedure that will create an outstanding School.	√	
An understanding of national developments in the area of SEND		√
Ability to build effective working relationships with a range of partners and stakeholders.	√	
Ability to motivate colleagues and learners through a positive and professional attitude	√	
Strong interpersonal skills and an ability to communicate clearly both orally and in writing	√	
Ability to use key aspects of ICT to present data		√
Ability to prioritise competing demands	√	
Ability to work as part of a team	√	
Excellent attendance and punctuality	√	