

Role: Foxwood Teaching Assistant
Location: Foxwood Academy, Derby Road, Bramcote, Nottingham NG9 3GF
Salary: Scale Points 7 to 11, £26,403 to £28,142 p.a. FTE
Actual salary: Scale Points 7 to 11, £22,610 to £24,099 p.a.
Hours: 37 hours per week, term time only,
Monday, Tuesday, Wednesday, Thursday 8.30am to 4.30pm, Friday 8.30am to 4pm

GENERAL INFORMATION

The following information is provided to assist staff joining the White Hills Park Trust to understand and appreciate the work, content of the post and the role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

Purpose:

As a member of Foxwood Academy, you will work collaboratively with colleagues in the academy, across the Trust and external partners, to ensure the effective and efficient provision of support services across the academy.

You will work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils identified as having severe learning difficulties including complex and multiple special education needs and those with challenging behaviour, in a range of different learning situations and settings. Work may be carried out in the classroom or outside the main teaching area.

Reporting to:

- Headteacher

To co-operate with:

- All colleagues in all teams
- Parents, carers and the local community

Disclosure:

- Clear and current Enhanced DBS check

Core duties and key responsibilities for Grade 2:

- Attending to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters, including the use of specialist equipment and administration of medication where necessary
- Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Planning and providing practical assistance in relation to identified physical needs

- Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establishing a constructive relationship with pupils and interacting with them according to individual needs
- Promoting the inclusion and acceptance of all pupils
- Encouraging pupils to interact with others and engage in activities led by the teacher
- Setting challenging and demanding expectations and promoting self-esteem and independence
- Providing feedback to pupils in relation to progress and achievement under guidance of the teacher
- Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Using strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assisting with the planning of learning activities
- Monitoring pupils' responses to learning activities and accurately recording achievements/progress as directed
- Providing detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
- Establishing constructive relationships with parents/carers
- Administering routine tests and invigilating exams and undertaking routine marking of pupils' work
- Working with and acting upon guidance provided by teachers and other professionals such as Inclusion Services, Speech Therapists, Physiotherapists, Occupational Therapists, Moving and Handling Specialists
- Providing clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc
- Assisting the teaching staff in the smooth transition between educational phases
- Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher
- Supporting the use of ICT in learning activities and developing pupils' competence and independence in its use
- Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher

General responsibilities:

- Be aware of and comply with school policy and procedures
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals

- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
- Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions
- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
- To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
- To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school
- Administer medication and first aid when required/trained

The job description may be subject to amendment or modification, should circumstances change, but any changes will be discussed with you in the first instance.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

The job description does not form part of the contract of employment.

Signed _____ Date _____