



**Reports To:** Principal/ Deputy Principal/SENCo

Why	<b>Job Summary</b> <ul style="list-style-type: none"><li>To complement the professional work of Teachers and Principal by leading and delivering learning objectives to children and young people as directed.</li></ul>	
What	<b>Main Responsibilities</b> <ul style="list-style-type: none"><li>Assess the needs of pupils using detailed knowledge and specialist skills to support learning and establish productive working relationships with pupils, acting as role model and setting high expectations.</li><li>Promote the inclusion and acceptance of all pupils within the classroom whilst supporting pupils consistently, recognising and responding to individual needs.</li><li>Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.</li><li>Promote independence and employ strategies to recognise and reward achievement of self-reliance, such as providing feedback to pupils in relation to progress and achievement.</li><li>Organise and manage appropriate learning environment and resources, to include teaching and learning objectives as planned by the class teacher. Evaluate and adjust lessons/ work plans as appropriate within an agreed system of supervision.</li><li>Monitor and evaluate pupil responses to learning activities through a range of strategies against pre-determined learning objectives. Providing objective and accurate feedback to the class teacher as required.</li><li>Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.</li><li>To produce lesson plans, worksheet plans etc. and administer and assess/ mark tests and invigilate exams/ tests.</li><li>Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/ needs whilst also delivering local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of pupils' skills. Post holder should use ICT effectively to support learning activities to develop pupils' competence and independence in its use.</li><li>Prepare prescribed resources following teaching planning that is necessary to lead learning activities, taking account of pupils' interests and language /cultural backgrounds.</li><li>Comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.</li><li>Be aware of and support difference to ensure all pupils have equal access to learning opportunities, contributing to the overall ethos/work/aims of the school.</li><li>Recognise own strengths and areas of expertise and use these to advise other teaching assistants.</li><li>Undertake any other duties within the scope of the role.</li></ul>	
How	<u>Competencies</u>	<u>Personal Attributes</u> (level expected when job is conducted to the required standard)
	<b>Framework</b> <i>Seeking to establish the framework and guiding principles; making a positive contribution to the ethos of the Trust.</i>	Demonstrates the Trust's ethos and adopts high standards of behaviour in their role.
		Undertake the role of a tutor or shadow an experienced tutor. Participate in tutor trips and extra-curricular activities.
		Know how to recognise potential child abuse or neglect and follow safeguarding procedures.
		Motivates others to take responsibility for their own Health & Safety.
		Participate effectively as a member of a team, fostering positive relationships.
	<b>Development</b> <i>Monitoring, coaching, guiding and supporting teams and individuals setting examples of desired behaviours.</i>	Efficient and methodical, monitors and attends to detail; checks for errors
		Undertake appropriate professional development to secure progress in your career.
<b>Leading</b>	Developing practice ensures effective professional contribution across the department/academy.	
	Developing supervision skills and provides informal leadership / direction. Consults at the start and as appropriate throughout the activity and within the team.	

Context	<i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Willing to accept responsibility for own activities and those of the team.	
	<b>Knowledge and Understanding</b> <i>Have sufficient knowledge/skills to support pupils in achieving their maximum potential.</i>	Takes responsibility for improving own knowledge and practice. Identified shortfalls and proactively addresses.	
		Good knowledge of subject/curriculum to assist in addressing misunderstandings of pupils. Good questioning skills.	
		Able to independently support pupils according to their needs using the 'learner plan'.	
	<b>Teaching and Learning</b> <i>Ensure the best possible outcomes for all pupils.</i>	Knows how to relate subject knowledge to support pupils' engagement.	
		Aware of different methods to increase participation for pupils working at different levels and the extracurricular activities on offer.	
		Consistently uses behaviour management in line with policies and procedures.	
		Assists with the monitoring, recording and reporting of performance and pupil progress as appropriate.	
		Adapts styles to the needs of individual pupils. Actively reflects on own practice to ensure pupils are engaged.	
		Independently manages and organises physical teaching space and. Ensures activities set in the absence of a teacher are appropriately delivered in a safe environment.	
	<b>Working with Others</b> <i>Work effectively with other professionals, parents, carers and outside agencies as well as with pupils themselves.</i>	Builds relationships with parents/carers and external agencies, and keeps them informed.	
		Briefs colleagues on pupil issues immediately, monitoring the outcomes and reporting back as needed.	
		Builds relationships with others and turns to them for advice on provision and interventions.	
	<b>Interfaces</b>	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
	<b>Scope</b>	People (directly/indirectly manage)	Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.
		Travel	You will be required to travel to academies as necessary.
	<b>Education, Qualifications and Experience (EQE)</b>	You must be educated up to GCSE level in both English and mathematics, and have significant classroom experience to be successful.	
	<b>Safeguarding</b>	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.	
	<b>Data Protection</b>	All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.	

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.