



Job Description Part Time & Full Time Teaching Assistant

Job Purpose

To work under the guidance of Teaching/Senior staff and, with an agreed system of supervision, to implement agreed work/care/support programmes with individuals/groups, in or out of the classroom. This could include those requiring specialist knowledge in particular areas and the management/preparation of resources.

Main duties

Support for students

- Supervise and provide particular support for students with SEND (Special Educational Needs & Disabilities), ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with students and interact with them according to individual needs
- Promote the inclusion and acceptance of all students
- Encourage students to interact and work cooperatively with others and engage all students in activities.
- Promote self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to students in relation to progress and achievement seeking guidance from the teacher where required.

Support for the teacher

- Assist in maintaining an orderly and supportive environment and work with the teacher to establish an appropriate learning environment.
- Work with the teacher in evaluating and adjusting lessons/work-plans as appropriate and support students to achieve learning goals.
- Monitor students' responses to learning activities and accurately record achievement/progress as directed.
- Provide objective and accurate feedback and report as required to the teacher on student achievement, progress, pastoral and other matters, ensuring the availability of appropriate evidence.
- Undertake annotation of students' work and accurately record achievement/progress.
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents.
- Administer routine tests as directed by the teacher

Support for the curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs.



- Implement local and national learning strategies e.g. literacy, numeracy, KS3, KS4, KS5 and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Determine the need for specialist equipment and resources.
- Undertake Exam Invigilation as required.

Support for the school

- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish where appropriate, constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of students
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Assist with the supervision of students during school break-times
- 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 the teacher

Health & Safety

- To take reasonable care of own health and safety with due care for others who might be affected by what you do or do not do
- To be familiar with emergency and First Aid procedures
- To use work items provided correctly and in accordance with training and instructions
- To ensure tasks are completed in a safe manner
- To cooperate with all aspects and issues regarding health and safety
- To report any health and safety concerns to your line manager as soon as possible
- To adhere to the School's and health and safety policies and, in particular, child protection policies

Safeguarding

- All staff have a responsibility to ensure that all School child protection policies are adhered to and concerns are raised in accordance with these policies.

Security and data protection

- Work within the confines of the General Data Protection Regulations and to take appropriate measures to ensure the security and confidentiality of data.

Other Duties

- Teaching Assistants will be expected to attend an annual Performance Management Interview, school and departmental meetings and training or INSET sessions as directed by the Special Educational Needs Co-ordinators or the School Manager.
- To undertake any other reasonable tasks

Reporting lines

- This post reports directly to the site based Special Educational Needs Officer.
- This post has no responsibility for the management of other staff.



Person Specification Teaching Assistant

ESSENTIAL REQUIREMENTS:

Education / Training / Knowledge

English & Maths GCSE A*-C / 9-4 or equivalent qualification (S, A, I)

An interest in education (S, A, I)

Commitment to, and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services (I)

Personal Skills and Qualities

Ability to use own initiative and to work independently (I)

Ability to relate well to adults and young people and to work as part of a team (S, A, I)

Very good communication skills, both verbal and written (S, A, I)

Effective use of IT and other specialist equipment/resources (A, I)

Ability to work under pressure and remain calm in difficult situations (I)

Ability to prioritise work and meet deadlines (I)

Ability to plan own workload and be aware of other colleagues' priorities (I)

Open to change (I)

Ability to use discretion and have an understanding of the importance of confidentiality (S,A,I)

Ability to identify own training and development needs and willingness to undertake relevant training (A, I)

Flexibility in terms of hours and location (I)

Safeguarding

Motivation to work with children & young people / in an educational setting (S, I)

Ability to form and maintain appropriate relationships and personal boundaries with children & young people (A,I)

Emotional resilience in working with challenging behaviours (A,I)

Commitment to implement the school's Behaviour Management Policy and/or to refer to teaching colleagues as appropriate (I)

DESIRABLE REQUIREMENTS:

Experience

Experience of working with children (S,A,I)

NVQ 2 or equivalent qualification or experience as a Teaching Assistant (S,A)

Experience or training in a specific area and in a learning environment (S, A)

Knowledge

Knowledge of schools and issues relating to education (I)

Knowledge of a particular subject/technical area (A,I)

Knowledge of relevant policies/codes of practice and awareness of relevant legislation (A, I)

S = criteria used for shortlisting, A = criteria assessed from application form, I = criteria assessed at interview

T = criteria assessed from testing



Terms & Conditions Teaching Assistant

Salary

The salary for this post is Grade 5. This is equivalent to £17,809 per annum term time only starting salary (based on 30.58 hours). Full time equivalent salary is £25,583 - £26,403 per annum.

Progression is by annual increment. Starting salary will be dependent upon qualifications and previous, directly comparable experience.

Hours

Flexible hours/days

This post is term time only.

There is also an entitlement to paid holidays, based on length of service. Leave may only be taken during school holidays.

This position is subject to a variable hours clause where the contracted hours can be reduced by a third. This enables schools to manage the fluctuations in students' needs that can occur from one year to the next while offering a permanent contract.

Pension arrangements

The postholder will be entitled to join the Local Government Pension Scheme (LGPS). The LGPS is a valuable part of the pay and reward package for employees. The key features of the scheme can be found here: <https://www.lgpsmember.org/toj/thinking-joining-key.php>

Terms and Conditions

Thame Partnership Academy Trust employs support staff working at Lord Williams's School on the conditions of service contained in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book), the provisions of which allow for a 26-week probationary period for new employees. On completion of a satisfactory probationary period, the post will be confirmed as permanent.

Location

The successful applicant will be an employee of Thame Partnership Academy Trust and may be required to work on any of its sites.

Other

Thame Partnership Academy Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. All successful candidates will be subject to enhanced Disclosure & Barring Service checks along with other relevant employment checks. Any offer of employment is subject to satisfactory medical, reference and DBS clearance and the requirements of the Asylum and Immigration Act.