

Role: Foxwood Teaching Assistant
Location: Foxwood Academy, Derby Road, Bramcote, Nottingham NG9 3GF
Salary: Scale Points 3 to 6, £24,976 to £25,989 p.a. FTE
Actual salary: Scale Points 3 to 6, £21,234 to £22,255
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 direct instruction of teaching staff, usually in the classroom with the teacher, to support access to learning for pupils, including those identified as having severe learning difficulties and those with challenging behaviour in a range of different learning situations and settings and provide general support to the teacher in the management of pupils and the classroom.

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:

- 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
- Providing support for students with emotional, social and behavioural problems
- Providing practical assistance in relation to other identified physical needs
- Supervising and supporting pupils ensuring their safety and access to learning
- Working to establish a supportive relationship with the children and parents concerned

- Promoting the inclusion and acceptance of all pupils
- Encouraging pupils to interact with others and engage in activities led by the teacher
- Encouraging pupils to act independently as appropriate
- Preparing classroom as directed for lessons and clear afterwards and assisting with the display of pupils' work
- Being aware of pupil problems/progress/achievements and reporting to the teacher as agreed
- Supporting the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gathering/reporting information from/to parents/carers as directed
- 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 support for such tasks as clerical, administrative, photocopying, collection and recording of money e.g. completion of diaries/home – school booklet
- Supporting pupils to understand instructions
- Supporting pupils in respect of local and national learning strategies e.g. literacy, numeracy, as directed by the teacher
- Supporting pupils in using basic ICT as directed
- Preparing and maintaining equipment/resources as directed by the teacher 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

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 _____