



Job Description and Person Specification

JOB TITLE	Teaching Assistant
RESPONSIBLE TO	Deputy SENCo & Access Achievement Manager
GRADE	Grade 4
SALARY	£26,427 to £26,847 per annum (Actual salary £22,802 - £23,164 based on 39 weeks)
HOURS	Term time - 39 weeks, 37 hours each week, 8:21am – 4:15pm

JOB DESCRIPTION

Overall purpose of the post:

To support teaching and learning by working with individuals or small groups of students under the direction of teaching staff and may be responsible for some learning activities within the overall lesson plan.

Main Duties and Responsibilities:

- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to student response as appropriate
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on student progress and behaviour
- Support the teacher in monitoring, assessing and recording student progress/activities
- Provide feedback to students in relation to attainment and progress under the guidance of the teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Support students in social and emotional well-being, reporting problems to the teacher as appropriate
- Share information about students with other staff, parents/carers, internal and external agencies, as appropriate
- Understand and support independent learning and inclusion of all students as required
- Work with students with special educational needs
- Work with students for whom English is not their first language
- Assist in the development of individual plans for students such as One Page Profiles, EHCP, Provision mapping and case studies
- Support the work trainee teachers and other Teaching Assistants in the classroom
- Support the use of ICT in the curriculum
- Invigilate formal and mock examinations



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- Assist in escorting and supervising students on educational visits and out of academy activities
- Select, prepare and clear away classroom materials and learning areas ensuring they are available for use
- Support students in developing and implementing their own personal and social development
- Attending meetings, briefings and CPD as required to secure effective team working relationships and the development of skills
- Undertake training to assist students' meeting their medical and/or care plan agreements, and to enable the students to have full access on school trips/visits
- Facilitate smooth transition between educational phases

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy
- Undertake Fire Marshall duties in the case of fire and/or emergency evacuation where applicable
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Safeguarding Lead over any safeguarding issues or concerns
- To comply with the academy policies and procedures at all times
- To cover various Inclusion duties in the event of sickness or absence, under the direction of the Deputy SENCo/SEnCo, to enable a continuation of business need and statutory compliance on behalf of the student
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts:

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Governors, parents and any other visitors to the academy.

This job description may be subject to change, following consultation between the post holder and the academy.



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PERSON SPECIFICATION

Qualifications	Essential	Desirable
Level 2 Qualifications in English and Maths or equivalent	✓	
Willingness to undertake and complete training to assist students	✓	
Willingness to undertake and complete training to enhance qualifications and training and development in the post	✓	
Experience		
Work flexibly to meet business needs	✓	
Experience of working in a school environment or working with children/young people	✓	
Previous experience working with children with Special Needs and/or disabilities and/or challenging behaviours		✓
Experience of working with students in small groups or 1:1 situations		✓
Skills		
Ability to effectively communicate with a range of audiences	✓	
Ability to respect and maintain confidentiality, including following general data protection regulation	✓	
Ability to use standard ICT packages including Microsoft Office	✓	
Excellent time management and organisation skills	✓	
Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues	✓	
Other		
Satisfactory DBS and recruitment checks	✓	