

JOB DESCRIPTION	
Job Title	Learning and Teaching Assistant
Salary Scale	Grade 2 Point 4-5
Hours of Work	35 hours per week - Term time plus 1 week
Responsible to	SENDCo

Purpose of the job

Our vision is to create a school system where every child thrives, regardless of background. Our people are at the heart of our approach – they are our greatest asset. We exist to provide the best learning opportunities every day, in every school for every child. It is the people and teams in our academy who make this a reality and ensure we have the greatest impact.

The key purpose of the post is to work with teachers specifically with Key Stage 3 students struggling to engage with their education. The successful applicant's key role will be to work with our students to eliminate any barriers to their academic progress.

Teaching and Learning

- Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff.
- May work with individual pupils with special educational needs and/or with pupils for whom English is not their first language.
- May implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities to pupils' responses as appropriate.
- Participate in planning and evaluation of learning activities with the teacher.
- Support independent learning and inclusion of all pupils.
- Provide feedback to pupils in relation to attainment and progress under the direction of the teacher.
- May assist with the development of individual development plans for pupils e.g. IEPs.

Resources

- Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays.
- May handle small amounts of cash e.g. for school visits and/or monitor stocks/supplies for the classroom.
- Arranging/providing resources for lessons/activities under the guidance of the teacher.

Exams, educational visits and other supervision

- May invigilate exams and tests.
- May assist escorting pupils on educational visits.
- May assist with break time supervision including facilitating games and activities.

Personal and welfare support

- May assist pupils with dressing, hygiene and eating whilst encouraging independence.
- Supporting pupils emotional and social well-being, reporting any problems to the teacher.

Systems, policies and procedures

- Contribute to maintaining a safe environment.

- Responsible for the careful and safe use of equipment

Team involvement

- May demonstrate own duties to new or less experienced staff.
- May support the work of volunteers and other teaching assistants in the classroom.

Building professional relationship

- Communicates with pupils to support learning and development and encourage acceptable behaviour.
- Exchanges information with staff and parents/carers.

Record keeping and information management

- Providing feedback to the teacher on pupil progress and behaviour.
- Support the teacher in monitoring, accessing and recording pupil progress under the guidance of the teacher.

Problem solving and decision making

- There is a need to interpret information or situations and to solve straight forward problems/make minor decisions.

Knowledge, skills and experience

- NVQ level 2 in related area or equivalent or equivalent experience
- Maths and English C or equivalent Level 2
- IT and keyboard skills.
- Curriculum knowledge and experience to support and lead learning activities.

Generic

- Carry out appropriate administrative duties as required by the Principal.
- Attend events as and when required, e.g. Options Evenings, Open Evenings and Parents' Evenings
- Attend training sessions and meetings appropriate to the role, when requested by the Principal, Senior Leadership Team and DSL
- 1 week of work outside term time to be determined and agreed by the Line Manager – this may include supporting at student-based evening events or additional staff training events
- To undertake such other duties appropriate to the grade of the post as the Principal may from time to time reasonably determine

All adults at Ormiston Victory Academy are expected to:

- Actively promote the academy's positive and inclusive ethos and values
- Subscribe to the priorities within the Academy Improvement Plan
- Play a full part in the life of the school community
- Comply with and promote the academy's corporate policies including, but not restricted to, Health and Safety, Child Protection, Safeguarding and Data Protection
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers

Performance Management

All employees will participate in the Academy's arrangements for performance management, professional development and any arrangements for quality assurance and internal verification.

Context

All colleagues are part of a whole Academy team. Each individual is required to support the values and ethos of the Academy and the priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

PERSON SPECIFICATION

Qualifications

- Level 2 qualification or equivalent
- Secure knowledge of and application of using Management Systems
- Has recent, relevant experience in a similar role
- Experience of working in an educational setting (Desirable)

Knowledge and skills

- Ability to communicate effectively, both orally and in writing, with a range of audiences
- High level of competence in ICT applications
- Ability to build and develop working relationships with colleagues, students and parents/carers
- Experience of working with young people from a range of backgrounds to empower them to help themselves
- Proven administrative and organisational skills
- An understanding of the importance of student safeguarding and how this can be applied to this role
- Has a sound understanding of data and is able to identify patterns of concern / success
- Has the ability to work with parents, external agencies and the wider community
- Is determined to promote a culture that celebrates success in line with the academy principles
- A commitment to, and understanding of, the wider aspects of student development

Personal Qualities

- Has the ability to work on own initiative and as part of a team
- Is meticulous and pays attention to detail with all matters relating to attendance and attendance data
- Is approachable, adaptable, reliable, flexible, entrepreneurial, and assertive
- Has an understanding around issues which are confidential or require diplomacy
- Is flexible, able to work under pressure and meet deadlines

Other

- a) This post is subject to an enhanced Disclosure and Barring Service check.

Ormiston Victory Academy is committed to safeguarding and expects all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check

Signature	
Print Name	
Date	

This job description will be subject to review and may be modified or amended at any time after consultation with the post holder.