



Job Description

Job Title: Teaching Assistant

Location: Bennerley Fields School

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Job Title	Teaching Assistant
Location:	Bennerley Fields School
Hours per week:	37 hours per week
Weeks worked per year:	Term Time Only (39 weeks per year)
Reporting to:	Senior Leadership Team & Class Teacher
Salary Scale:	Grade 7

Principal Accountabilities:

Post Title:	Teaching and Learning Assistant
Location:	Bennerley Fields School, Stratford Street, Ilkeston, DE7 8QZ
Purpose:	<ul style="list-style-type: none"> To work under the guidance of teaching/senior staff and within an agreed system of supervision, to support access to learning with individuals/groups, in or out of the classroom, including assisting with the general care, mobility and personal hygiene needs of pupils. The primary focus will be to ensure continued high quality learning and pupil achievement.
Reporting to:	Senior Leadership Team
Liaising with:	Class team, SLT, Parents and Carers and other agencies
Working Time:	<p>Mon, Wed, Thu and Fri 8.30-16.00 Tues 8.30-16.45 (staff meeting time) Plus one hour of time at some point in the week/spread out over the week as needed for training or class jobs.</p>
Salary/Grade:	Grade 7 Paypoint 8-11 – Actual Salary £23,294.20 - £25,554.65
Disclosure level	Enhanced
PRINCIPLE RESPONSIBILITIES	
To achieve the above	<ul style="list-style-type: none"> The post-holder will be required to demonstrate a high level of flexibility being prepared to work across the school in all Key Stages and with a wide range of children and young people with differing complex needs. <p>The post holder will be required to support the class teacher to:</p> <ul style="list-style-type: none"> Engage and motivate pupils Support pupils to access learning Improve the quality of pupils' learning Inspire trust and confidence in pupils and colleagues

		<ul style="list-style-type: none"> ○ Build team commitment with colleagues and in the classroom ○ Demonstrate analytical thinking ○ Demonstrate empathy with and an appreciation of the care needs of pupils <p>Teaching Assistant Agreed Framework Requirements Work towards competency levels specified within the Teaching Assistant agreed Framework, will be the reference point for the competencies listed below.</p> <p>PUPIL PROGRESS:</p> <ul style="list-style-type: none"> ● Be a proactive part of the teaching team, ensuring that all pupils make good or better progress ● Establish constructive relationships and use a variety of methods to communicate with parents and other relevant professionals, in liaison with the teacher, to support pupils' learning, well-being and progress ● Promote the inclusion and acceptance of all pupils within the classroom, school and wider community ● Encourage pupils to interact and work co-operatively in learning activities ● Promote independence and employ strategies to recognise and reward achievement of self-reliance and build self-esteem <p>PROFESSIONAL PRACTICE:</p> <ul style="list-style-type: none"> ● Maintain, develop and apply professional knowledge to enable effective teaching and learning support ● Share such knowledge with colleagues to improve whole school effectiveness ● Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour ● Respond quickly and appropriately to demands made by individual pupils to meet general care, mobility, and personal hygiene needs ● Understand and apply the principles of good classroom management ● Understand and apply a range of appropriate support strategies ● Be conversant with the schools safeguarding policy and actively employ said policy in order to keep pupils across school safe ● Be aware of the Data Protection Act and other legislation to ensure confidentiality of records and information. <p>WHOLE SCHOOL ETHOS</p> <ul style="list-style-type: none"> ● Where appropriate contribute to the formulation of school policies ● Execute school policies ● Promote the wider aspirations of the school and MAT ● Share in the visions and values of the school and MAT
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	<p>The appointment is subject to the current conditions of employment for Teaching Assistants contained in the Guidelines of the Derbyshire County Council agreed framework and the Education Act (2002), with particular regard to the regulations made under section 133 and the statutory responsibilities of the Governing Bodies of schools, and any other current applicable legislation. The post-holder will comply with Health and Safety requirements and specifically will take reasonable care of him/herself and other persons who may be affected by his/her acts or omissions at work (Health and Safety at Work Act 1974), and other relevant employment legislation and school policies.</p>
<p>Other Generic Responsibilities:</p>	
<ul style="list-style-type: none"> • Represent and promote the ethos and values of Esteem Multi-Academy Trust • To take and be accountable for all decisions made within the parameters of the job description • Participate with performance management and training and activities that contribute to personal and professional development • Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities • Provide a high standard of customer service in all dealings internal and external to the MAT • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description • The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition 	

This Job Description is non-exhaustive and sets out the main expectations of the post holder. This Job Description can be altered with the agreement of the postholder and will be reviewed regularly. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education and Training	<ul style="list-style-type: none"> Grade C or above GCSE English (or equivalent). Grade C or above GCSE Maths (or equivalent). NVQ level 3 or equivalent (or able to pass this qualification within timescale). 	<ul style="list-style-type: none"> Full UK Driving Licence Behaviour Management training Level 3 First Aid at Work Team Teach trained (or equivalent)
Experience	<ul style="list-style-type: none"> Successful experience of working with young people with Special Educational Needs. Experience of working in classrooms setting Experience of de-escalation strategies to support behaviour for learning. 	<ul style="list-style-type: none"> Experience of supporting young people with Physical needs, behaviour and /or learning difficulties
Skills, Knowledge and competences	<ul style="list-style-type: none"> Good oral and written communication skills Good organisational skills Knowledge and use of Microsoft software and e mail Ability to maintain accurate records A commitment to teamwork Able to form positive relationships Ability to undertake a range of teaching activities with confidence, working effectively with individual pupils, groups of pupils and whole classes Ability to contribute to planning and preparation of lessons and teaching materials, Ability to contribute to assessment and monitoring of pupil progress (if required). 	<ul style="list-style-type: none"> Knowledge of personal care procedures and physical disabilities
Personal qualities	<ul style="list-style-type: none"> Energy, optimism, initiative, flexibility and commitment Hard working Reliable Approachable 	

	<ul style="list-style-type: none"> • Enjoy working with others 	
Equal Opportunities	<ul style="list-style-type: none"> • Knowledge and awareness of equal opportunities policy and commitment to its implementation 	
Other	<ul style="list-style-type: none"> • Suitable to work with children • Committed to safeguarding and promoting the welfare of children and young people on a daily basis. • Commitment to raising standards of academic and personal achievement • Patient, tactful and approachable • Flexible approach to tasks and workload • Able to undertake a range of tasks as appropriate for the role 	