

### Job Description

<b>Job Title</b>	Advanced Teaching Assistant (ATA)
<b>Grade</b>	E
<b>Responsible To</b>	SENCO / Headteacher
<b>Staff Managed</b>	None
<b>Job Family</b>	Teaching Assistants
<b>Job Purpose</b>	To work, under the direction of the class teacher and other appropriate staff, in assisting in and contributing to the planning, delivery and evaluation of the learning process.
<b>Job Context</b>	The post holder will work in classes or other appropriate locations with access to support and guidance, supervising groups and/or individual pupils and will contribute to the line management system within Learning Support.
<b>Accountabilities / Main Responsibilities</b>	
<b>Key strategic element of the job</b>	<ul style="list-style-type: none"> <li>• Effective Communication and engagement with children, young people, their families and carers</li> <li>• Establish rapport and respectful, trusting relationships and communicate effectively with children, young people, their families and carers.</li> <li>• Know that communication is a two-way process.</li> <li>• Know how to listen to people, make them feel valued and involved, and know when it is important to focus on the individual rather than the group.</li> <li>• Supervise groups and individual pupils as required.</li> <li>• Assist in and contribute to the planning and evaluation of the learning process.</li> <li>• Assist in the delivery of the learning process under the direction of the class teacher and other appropriate staff.</li> <li>• Provide educational, emotional and physical support to pupils.</li> <li>• Appreciate the impact of transition on child development.</li> <li>• Understand and take account of the effects of different parenting approaches, backgrounds and routines.</li> <li>• Know how to interact with children in ways that support the development of their ability to think and learn.</li> <li>• Support and assist in the development and implementation of appropriate behaviour management strategies.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Contribute to the provision of advice and guidance as required and appropriate.</li> <li>• Listen to concerns; recognise and take account of signs of change in attitudes and behaviour.</li> <li>• Understand your own role, its limits and the importance of providing care or support.</li> </ul>
<b>Partnership or Corporate Working</b>	<ul style="list-style-type: none"> <li>• Play an appropriate part in establishing effective relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils</li> <li>• Share information about pupils with teachers and other professionals as required</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Be responsible for promoting and safeguarding the welfare of children and young people you are responsible for, or come into contact with.</li> <li>• Have an awareness and basic knowledge, where appropriate, of the most recent legislation.</li> <li>• Undertake break time supervision as required.</li> </ul>
<b>Multi-agency working</b>	<ul style="list-style-type: none"> <li>• Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children, young people and families.</li> <li>• Have a general knowledge and understanding of the range of organisations and individuals working with children/young people and those caring for them, and be aware of the roles and responsibilities of other professionals.</li> </ul>

	<ul style="list-style-type: none"> <li>• Know how to work within your own and other organisational values, beliefs and cultures.</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>• To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>• Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement.</li> <li>• Develop own understanding of equality issues.</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>• Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances.</li> <li>• Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager.</li> <li>• Permanent &amp; significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>• The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> <li>• Understand your own role and its limits, and the importance of providing care or support.</li> </ul>

**Person Specification**

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<b>Responsible To</b>	SENCO / Headteacher	
<b>Staff Managed</b>	None	
<b>Job Family</b>	Teaching Assistants	
<b>Essential</b>		<b>Desirable</b> (if not attained, development may be provided for successful candidate)
<b>Knowledge</b>		
<ul style="list-style-type: none"> <li>• Demonstrable IT skills and ability to use them as part of the learning process, or, the ability to develop IT skills in a reasonable timeframe.</li> <li>• Good written and verbal communication skills: able to communicate effectively and clearly with a range of staff, children, young people, their families and carers.</li> <li>• Good understanding of child/ young people's development and learning processes.</li> <li>• Understanding of individual children and young people's needs.</li> <li>• Behaviour management skills.</li> </ul>		
<b>Experience</b>		
<ul style="list-style-type: none"> <li>• Experience appropriate to working with children in an education setting.</li> </ul>		
<b>Occupational Skills</b>		
<b>Qualifications</b>		
<ul style="list-style-type: none"> <li>• Childcare Qualification at Level 3 (or equivalent or enhanced qualification)</li> </ul>		<ul style="list-style-type: none"> <li>• Teaching Assistant/Supporting in Schools qualification.</li> <li>• Appropriate First aid training</li> </ul>
<b>Other Requirements</b>		
<ul style="list-style-type: none"> <li>• Enhanced DBS clearance</li> <li>• Ability to work successfully in a team</li> <li>• Able to exercise discretion and judgement</li> <li>• Confidentiality</li> <li>• Flexibility</li> <li>• To be committed to the school's policies and ethos</li> <li>• To be committed to Continuing Professional Development</li> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience in working with challenging behaviours and attitudes</li> <li>• Ability to use authority and maintaining discipline</li> </ul>		<ul style="list-style-type: none"> <li>• Creativity</li> </ul>