

Job description: Teaching Assistant

Location	St Mark's Academy, Acacia Road, Mitcham, CR4 1SF
Contract term	Permanent
Full time/term time	Full-time, Term Time Only (35 hours per week, 39 weeks per year)
Pay range	£25,175 - £25,535 per annum. This salary is pro rata, based on a full-time equivalent salary of £29,433 to £29,854, which is equivalent to spine point 5-6 (NJC Outer London Pay Scale)
Reporting to	SENCo

Job purpose

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom

Main duties and responsibilities Support for Pupils

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of Individual Education Plans (IEPs)
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently, whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

Support for Staff

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, SENCO and/or Head of EAL - contributing to reviews of systems/records as requested
- Undertake marking of pupils' work and accurately record achievement/progress
- 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

- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.
- Production of lesson plans, worksheet, etc. where necessary.

Support for the Curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies e.g. literacy, numeracy, KS3 and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

Supervision of Students

- To ensure the safety and wellbeing of the pupils at your designated duty area.
- Undertake supervision duties as allocated, which may take place before, during and after school including break and lunchtime.
- Supervise pupils, either inside or outside of the school building, being especially vigilant as to the health, safety and security of the pupils within their care, and in accordance with the Behaviour Policy.
- Ensure good behaviour and safe conduct of pupils by maintaining good order and discipline, dealing as appropriate (including restraint) with all incidents of disorder that any disruption is minimised.

Other Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- 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
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which support equal opportunities for all
- Comply with health and safety policies and procedures at all times and undertake risk assessments as appropriate.
- Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code & Staff Code of Conduct.



These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Person specification: Teaching Assistant

Qualifications and training <i>Evidenced through: Application</i>	Essential	Desirable
Good literacy and numeracy skills	✓	
5 or more good GCSEs	✓	
Good general level of education	✓	

Experience/employment record <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Training in the relevant strategies for meeting SEN and/or EAL needs	✓	
Excellent communication skills	✓	
Ability to effectively manage student behaviour in accordance with Academy's behaviour management policy and procedure	✓	
Confident user of Microsoft Office Packages (Outlook, Excel, Word, etc)	✓	
An understanding of how to use assessment to inform planning for good teaching and learning	✓	
Experience of working with students in a formal setting without immediate supervision		✓
Knowledge of Child Protection and Health & Safety		✓

Personal qualities <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Ability to empathise and be positive with children and young people		
Good interpersonal skills		
Ability to work effectively as part of a team and to form positive professional relationships with colleagues		



Ability to work under pressure and to demonstrate initiative and resilience to adapt and respond to changing circumstances		
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