



# JOB DESCRIPTION

**Job title:** Teaching Assistant with Responsibility for Students from Military Families and supporting the delivery of the school's Alternative Provision

**Team:** SEND Team

**Reporting to:** SENDCo/Deputy Headteacher (for Military Families work)

**Contract:** Permanent, term-time only

**Grade:** 5 (Salary range - £25,583- £26,403 FTE)

**Hours/week:** 37

**Actual salary based on 37 hours per week, term-time only:** £21,401.16 – £22,087.13

**Location:** Based at Icknield Community College

## Main purpose of the role

Working in partnership with the SENDCo and the wider SEND team, to assist the teaching staff in advancing students' learning in order to raise their aspirations and support them in achieving their potential.

To provide targeted pastoral and wellbeing support for students from military families, ensuring they are able to thrive academically, socially, and emotionally within the school community. The postholder will act as a key point of contact for military-connected students and their families, helping to address challenges associated with service life, including mobility, deployment, separation, transition, and integration into school life.

## SPECIFIC RESPONSIBILITIES:

### Supporting students

- Supervise and provide support for students, including those with SEND, ensuring their safety and maximising their access to learning activities.
- Assist with the identification of students' needs and the implementation of appropriate strategies to address these needs.
- Establish constructive relationships with students and interact with them according to individual needs.
- Promote the inclusion and acceptance of all students.
- Encourage students to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to students in relation to progress and achievement under guidance of the teacher.

### Supporting teachers

- Create and maintain a purposeful, orderly and supportive environment.

- Use strategies, in liaison with the teacher, to support students to achieve learning goals.
- Monitor students' responses to learning activities and accurately record achievements and progress as requested.
- Provide detailed and regular feedback to SENDCo and relevant teachers on students' achievement, progress, challenges, etc., as requested.
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Administer routine tests and invigilate exams.

### Supporting the curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the relevant learning activity and assist students in their use.

### Supporting the school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, 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 and participate in relevant meetings as required.
- Participate in training and other learning activities, and performance development as required.
- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the Trust, as your employer and on you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Trust's Health and Safety policy.

### Supporting students from military families

#### **Student Support and Wellbeing**

- Provide individual and small-group support to students from military families.

- Identify and monitor the needs of military-connected students, particularly those experiencing parental deployment, family separation, relocation, or transition challenges.
- Promote positive emotional wellbeing, resilience, and engagement in school life.
- Signpost students and families to appropriate internal and external support services where required.
- Support students experiencing anxiety, bereavement, friendship difficulties, or other issues related to military life.

### **Transition and Integration**

- Coordinate effective induction and transition programmes for students joining the school from other locations, including overseas postings.
- Support new students to integrate socially and academically.
- Facilitate buddy systems, and student networks for military-connected pupils.
- Maintain contact with families before and during school transitions to ensure continuity of support.
- Run a regular Students from Military Families club at a break or lunchtime.

### **Family Engagement**

- Build positive relationships with military families and serve as a key point of contact within the school.
- Communicate regularly with parents and carers regarding student wellbeing and progress.
- Work collaboratively with military welfare organisations and community agencies.

### **Academic Support**

- Flag the need to teaching staff to support students who may have experienced interrupted education due to mobility (through Student Action Meetings).

### **Staff Awareness and Training**

- Promote awareness among staff of the unique experiences and challenges faced by military families through the Staff Bulletin or other training mechanisms.
- Provide guidance and resources to colleagues to support military-connected students effectively.
- Contribute to staff training and professional development activities relating to military family support.

### **Partnership Working**

- Develop strong links with military units, welfare services, charities, and support organisations such as Study Higher.
- Work collaboratively with pastoral teams, safeguarding staff, SEND teams, attendance officers, and external agencies.

- Represent the school at relevant meetings, forums, and networks relating to service children and military families.

### **Monitoring and Evaluation**

- Monitor outcomes and evaluate the impact of support programmes.
- Contribute to reports for senior leaders, governors, and funding bodies where required.
- Assist in the effective use and reporting of Service Pupil Premium funding where applicable.

### **Supporting the delivery of the school's Alternative Provision**

- Being able to support students who have Alternative Provision between 3.00pm and 5.00pm through 1:1 or small group support using the learning resources provided
- Giving regular feedback to school leaders on the progress being made by students with this provision

### **Variable hours Policy**

This position is subject to a variable hours clause where the contracted hours can be reduced by a third. This enables schools to manage the fluctuations in pupils' needs that can occur from one year to the next while offering a permanent contract.

### **General Duties**

This job description is illustrative and may vary without changing the character of the job or level of responsibility. Whilst every effort has been made to explain the main duties and responsibilities of the post, the list of responsibilities is not exhaustive. The post holder must be flexible to ensure that the operational needs of the school are met. The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act or other regulation/legislation. Confidentiality must be maintained at all times.

### **General Responsibilities**

- Comply with, and assist with the development of, Acer Trust policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Establish constructive relationships and communicate with other professionals and agents of organisations beyond the Trust.
- Lead, attend and participate in regular meetings as required.
- Participate in training and other learning activities and performance development as required.
- Undertake appropriate and regular training and development to maintain knowledge and improve practice

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the Trust, as your employer and on you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Trust's Health and Safety policy.

### Safeguarding Children and Young People

Safeguarding Statement to be included in all job description. Icknield Community College and the Acer Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references and evidence of the formal qualifications required for the role.