



JOB DESCRIPTION

- JOB TITLE:** Advanced Teaching Assistant
- GRADE:** Grade E (point 6- 9)
- RESPONSIBLE TO:** Head Teacher / Higher Level Teaching Assistant / Senior Advanced Teaching Assistant/ SENCO/Inclusion Manager
- JOB PURPOSE:**
- 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. The post holder will work in classes, or other appropriate locations with access to support and guidance, supervising groups and /or individual pupils.
- To assist in the induction and development of classroom support staff as required.
- To provide support to pupils including promoting pupils' independence, self-esteem, and social inclusion.

JOB CONTEXT

The school/ Trust is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment in the Trust. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

The school/ Trust is committed to supporting the needs of all children so that they can fulfil their full potential. This includes supporting children with their Social, Emotional and Mental Health (SEMH) needs and wellbeing. We expect all staff and volunteers to share this commitment.

The school/ Trust supports access to the curriculum for all children as part of Trust's commitment to inclusive education

The school/ Trust is inclusive to all children and will support their individual needs. In line with the school's commitment to ensure access to education for all children, the school may require staff to support children/s medical needs (loco parentis) in line with a healthcare plan. Where required, additional training will be provided as appropriate, and an additional allowance may be an entitlement whilst undertaking such duties.

All Trust employees are responsible for contributing to a learning environment that is innovative, engaging, happy and fulfilling for all pupils, and for ensuring all pupils' safety and welfare

Advanced Teaching Assistants are based in schools and educational settings, responsible for assisting and contributing to the planning, delivery and evaluation of the learning process. The postholder will typically work with groups of learners, under the supervision of a

qualified teacher. They can be responsible for working within a specific area (e.g. pastoral, behaviour, SEN), depending on the needs of the educational establishment.

Can be responsible for working within a specific work area, e.g. Pastoral, Behaviour or SEN

ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Support Learning & Development	<ul style="list-style-type: none"> ● Assist in the planning and evaluation of learning and SEMH activities with the teacher. Deliver learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to support the needs of allocated pupils ● Support pupils with special educational needs through assisting with the delivery of specific learning programmes in line with the individual education plan (IEP) targets and to IEP reviews, for example through working one to one or with a small group on phonics catch-up activities. ● Support the facilitation of pupils' access to educational provision as indicated by their Education, Health and Care Plan, where appropriately delegated ● With the class/subject teacher, plan and deliver small group interventions, with clear objectives and appropriate learning outcomes ● Monitor and record pupil responses and learning achievements and give appropriate feedback to teachers towards the overall assessment of pupil progress and attainment made by the teacher and other professionals ● Interact with pupils in ways that support the development of their ability to think and learn, including the use of careful questioning ● Support and assist in the development and implementation of appropriate behaviour management strategies in accordance with whole school policy ● Take account of the effects of different parenting approaches, backgrounds and routines, and be involved in home school liaison, as directed by the class/subject teacher ● Support pupils in their social and emotional wellbeing, in implementing related programmes, including those with additional SEND and wellbeing needs, physical needs and medical needs with training, encouraging and modelling positive behaviour in line with school policy. ● Escort and supervise pupils on educational visits and out of schools activities under the supervision of a teacher ● Undertake allocated supervision during break times as required ● Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role, for example through feeding back to the class teacher about progress that the pupil has made during a learning activity. ● Prepare for lessons appropriately including reading of materials shared prior.

	<ul style="list-style-type: none"> ● Establish rapport and respectful, trusting relationships and communicate effectively with pupils, their families and carers, and other agencies / professionals
Communication	<ul style="list-style-type: none"> ● Initiate appropriate and effective communication with the class teacher, and other professionals, forging and sustaining relationships across agencies ● Be clear about the level of instruction, procedures and guidance that this role works within
Sharing Information	<ul style="list-style-type: none"> ● Assess, record and report on pupils' attainment and progress within assessment and reporting processes ● Participate in meetings with other staff, external professionals and parents regarding pupils, in a support capacity to the teacher, who will normally lead on such matters ● Assist in the induction and development of classroom support staff, cascading information and good practice ● Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality ● Participate in staff meetings ● Share information confidentially about pupils with teachers and other professionals as required
Administration/Other	<ul style="list-style-type: none"> ● Undertake routine clerical duties as required ● Support the use of ICT and adhere to relevant policies ● Supervise and provide access arrangement for pupils sitting internal and external examinations and tests, ensuring that examinations comply with Examination Board Regulations ● Participate in appraisal, training and other performance management activities
Safeguarding and Promoting the Welfare of Children/Young People	<ul style="list-style-type: none"> ● Carry out tasks associated with pupils' personal hygiene, (including personal intimate care) and welfare, including physical and medical needs, whilst encouraging independence ● Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate ● This Yorkshire Learning Trust is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.
Health & Safety	<ul style="list-style-type: none"> ● 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. ● To work with colleagues and others to maintain health, safety and welfare within the working environment.
Data Protection	<ul style="list-style-type: none"> ● Know about data protection issues in the context of your role. ● To comply with the YLT's policies and supporting documentation in relation to Information Governance this

	includes Data Protection, Information Security and Confidentiality
Equalities	<ul style="list-style-type: none"> • Within own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values • The YLT is committed to equality and to making fair and equitable treatment an integral part of everything we do. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed.
Customer Service	<ul style="list-style-type: none"> • The YLT 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 • The YLT requires that staff offer the best level of service to their stakeholders and behave in a way that gives them confidence. Stakeholders will be treated as individuals, with respect for their diversity, culture and values

Appropriate duties	Duties that are not appropriate for this role and should be allocated to another role which includes these within their responsibility
Supervising groups of pupils & individual pupils.	Be required to take full responsibility for a whole class for a full lesson.
Working under the direction of the class teacher and other appropriate staff.	Delivering learning activities to individual pupils and small groups, except in support of and under direction of the class teacher.
Assisting in & contributing to the planning, delivery & evaluation of the learning process.	Be providing cover for teaching absences.
Assisting in the induction & development of classroom support staff.	Be responsible for managing other support staff
Participating in relevant training as appropriate	Specific allocation to support individual pupils' SEMH or wellbeing needs – for example designated regular support to pupils who are dysregulated
Support all pupils' wellbeing in the classroom setting	

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

PERSON SPECIFICATION FOR

General Teaching Assistant

Essential upon appointment	Desirable on appointment
Knowledge	
<ul style="list-style-type: none"> ● An awareness of child/young person’s development and learning ● An understanding that children/young people have differing needs 	<ul style="list-style-type: none"> ● Good understanding of child development and learning processes ● Knowledge of Behaviour management techniques ● Knowledge of Child Protection and Health & Safety policies and procedures ● Knowledge of inclusive practice
Experience	
<ul style="list-style-type: none"> ● Experience appropriate to working with children across Key Stages 1 and 2 	
Qualifications	
<ul style="list-style-type: none"> ● Relevant NVQ Level 2 qualification or equivalent 	<ul style="list-style-type: none"> ● Relevant NVQ level 3 ● Appropriate first aid training
Occupational Skills	
<ul style="list-style-type: none"> ● Good written and verbal communication skills: able to communicate effectively and clearly and build relationships with a range of staff, children, young people, their families and carers ● Good reading, writing and numeracy skills 	<ul style="list-style-type: none"> ● Basic ICT Skills
Personal Qualities	
<ul style="list-style-type: none"> ● Demonstrable interpersonal skills. ● Ability to work successfully in a team. ● Confidentiality 	<ul style="list-style-type: none"> ● Creativity

<ul style="list-style-type: none"> ● Flexibility 	
Other Requirements	
<ul style="list-style-type: none"> ● Enhanced DBS Clearance ● Through their role and work to positively promote the distinctive Christian ethos and practice of the school ● To be committed to Continuing Professional Development ● Motivation to work with children and young people ● Ability to form and maintain appropriate relationships and personal boundaries with children and young people ● Emotional resilience in working with challenging behaviours and attitudes ● Ability to use authority and maintain discipline ● An empathy for equality & diversity ● The ability to converse at ease with stakeholders and provide advice in accurate spoken English is essential for the post 	