Southerly Point
Co-operative
Multi-Academy Trust

Job Description

Post Title:	**Teaching Assistant [Code 206]**
Scale:	2
Hours:	27 hours per week over 38 working weeks
Base:	£17,458 pa FTE / Actual £10,538 pa pro rata
Responsible to:	Headteacher / SENCo / Teaching Staff
Direct Supervisory Responsibility for:	None
Indirect Supervisory Responsibility for:	None
Important Functional Relationships: Internal/External	Internal: Teaching Staff, Support Staff, pupils External: LA representatives, parents and carers, Governors, visitors

Main Purpose of the Post:

I. To take a proactive role in the support of the educational, social and physical needs of assigned pupils.

II. To support the curriculum and the school through the provision of high level of assistance to the teacher in the practical organisation of class activities, undertaking group work and ensuring the welfare and development of pupils.

III. To meet the requirements of pupils with specific special education needs.

Main Duties and Responsibilities:

1. To assist your assigned pupil/s in the development of knowledge, skills and attitudes as defined by the curriculum.
2. To establish supportive relationships with your assigned pupil/s and encourage acceptance and inclusion of all pupils.
3. To encourage social integration and individual development needs of your assigned pupil/s.
4. To promote and reinforce your pupil's self-esteem by supporting the development of learning.
5. To accompany assigned pupil/s on educational visits and outings as supervised by the teacher.
6. To assess, monitor and record your pupil/s progress and achievement and to feedback to the SENCo / Teaching Staff as appropriate.
7. To identify barriers to success and make recommendations for alterations to improve support and provision.
8. To monitor and record information that may impact on daily learning such as health, behaviour and general wellbeing and to keep teaching staff informed of information as required.

9. To keep up to date with information and strategies pertinent to the successful learning outcomes of your assigned pupil/s.
10. To develop methods of promoting/reinforcing the pupil's self-esteem and to promote independence through the development of self-help skills.
11. To meet with teachers and SENCo, as appropriate, regarding the delivery of the curriculum, progress and concerns regarding individual pupils.
12. To be aware of confidential issues linked to home/teacher/school work and to ensure confidentiality of such sensitive information.
13. To supervise an individual or small group within or beyond a class under the overall control of the teacher.
14. To administer appropriate first aid [as trained] and assist with the general health care of assigned pupil/s with physical or medical needs.
15. To meet the mobility needs of pupil/s assisting in the use of a wheelchair, ensuring compliance with safe lifting procedures and associated training where required.
16. To carry out administrative tasks associated with all the tasks listed above.
17. To remain aware of and work within all relevant Trust / school working practices, policies and procedures.
18. To attend staff meetings, inset and training courses as required.
19. To attend and inform annual review meetings and multi-agency meetings as required.

General / Other

20. To be aware of and work in accordance with Safeguarding and Child Protection policies and procedures in order to promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
21. To remain aware of and work within all relevant Trust / school practices, policies and procedures, including Health and Safety, Equal Opportunities, Code of Conduct and Data Protection.
22. To maintain confidentiality of information acquired in the course of undertaking duties.
23. To be responsible for your own continuing self-development, undertaking training as appropriate.
24. To play a full part in the life of the Trust community, to support its ethos and promote its co-operative values and ethical principles.
25. Although the role is primarily with the appointing school, staff may be deployed, within reason and subject to discussion, in any setting across the Trust.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

The Trust 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 current at the date shown but, in consultation with you, may be changed by the Trust to reflect or anticipate changes in the job commensurate with the scale and job title.

Job Description prepared by: Southerly Point Co-operative Multi-Academy Trust
Date: July 2021

Person Specification

Job Title: Teaching Assistant [Code 206]

Person specification prepared by: Southerly Point Co-operative Multi-Academy Trust

Date: March 2019

Attributes	Essential	Desirable	How Identified
Relevant Experience	1. Proven experience of working with children, ideally within a classroom environment	A. Relevant experience to include knowledge of specific pupils learning needs and appropriate strategies of support	Application form Interview Observation feedback
Education & Training	2. Good levels of literacy and numeracy 3. 5 GCSEs [A* - C] or equivalent, including English and Maths	B. Qualified to NVQ level 3 or above [or equivalent qualification] C. First Aid	Application form Interview
Knowledge and skills	4. Good organisational skills 5. Good listening & communication skills 6. Good interpersonal skills and ability to work successfully as part of a team 7. Basic ICT skills	D. Knowledge of relevant barriers to learning and issues relevant to education E. Willingness to update knowledge and attend regular training as the need arises	Application form Interview
Any Additional Factors	8. Patient and empathetic 9. Able to prioritise between different demands and to work to deadlines 10. Ability to liaise and communicate effectively and appropriately with parents and specialists 11. Demonstrate a commitment to: • Co-operative Values • Promoting the school and Trust's vision and ethos • Ongoing relevant professional self-development • Safeguarding and child protection	F. Ability to show initiative G. Ability to identify own professional development needs and be willing to act upon them H. Confident user of ICT	Application form Interview