

Job Title:	Teaching Assistant	Accountable To:	Headteacher
Location:	PEAK Academy	Weeks per Year:	39 weeks
Salary/Grade:	NJC Grade E, Point 6-12	Hours of Work:	37 hours

Principle Purpose of the Role

Under the direction of the Headteacher , work as part of a team to promote the emotional, physical and educational development of pupils with special needs, and work in partnership with parents. The post holder will be responsible for supporting provision within a SEMH environment.

Key Duties

Supporting the pupil:

- Work collaboratively with colleagues to support pupils in learning activities to meet the emotional, physical and learning needs of individual children and groups of children, with special needs.
- Deliver and monitor intervention work to support the Individual education target.
- Monitor pupils' responses to learning activities and encourage them to take responsibility for their own learning.
- Develop and maintain effective relationships with individual pupils and groups to ensure that pupils achieve learning targets.
- Develop a working ethos which demonstrates knowledge and skills which underpin the 6 principles of nurture.

Supporting teaching:

- Create inviting learning environments and ensure adequate supplies of learning materials. Take responsibility for maintaining accurate records in accordance with school policies, data protection.
- Use a variety of methods to observe and report on pupil performance in group and individual situations.
- Implement individual behaviour management plans
- Liaise effectively with parents regarding the development of their children.

Supporting the curriculum:

- Work in collaboration with colleagues in the delivery of learning activities for individuals, groups or the whole class, working with the teacher to ensure coverage of the curriculum.
- Help pupils to develop their literacy and numeracy skills including reading, writing, speaking and listening, number and problem solving.
- Deliver targeted literacy and numeracy interventions.



Supporting the school:

- Strong pastoral support.
- Provide consistent and effective support for colleagues in line with the responsibilities of this
- Develop and maintain effective working relationships with professionals including teachers and external contacts.
- Support the development and effectiveness of work teams in all areas of activity with pupils or colleagues.
- Support the maintenance of pupil safety and security and minimise the risks from health emergencies.

Supporting the Teaching Assistant:

- Participate in regular performance reviews and ensure that any personal development needs are identified and met. Attend relevant inset training, Review and maintain your own professional practice through agreed development activities.

Additional Duties and Responsibilities

- Support pupils in developing effective relationships with peers, younger pupils and adults, challenging anti-social behaviour.
- Help pupils to develop self-reliance and confidence in a range of areas including decision making, problem solving and general life skills, and deal in a positive way with their emotions.
- Working with the class teacher, specialist teacher or SENCO, support pupils with communication and interaction difficulties.
- Provide support to pupils with cognition and learning difficulties to develop effective learning strategies and support them working individually, as part of a group or with the whole class.

Staff Development

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To work as a member of a designated team and contribute positively to effective working relations within the school.

Communications

- To communicate effectively with the parents of students and other role stakeholders as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies and processes for internal and external communications on behalf of the school.

Corporate Accountabilities

- Sharing the school's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day-to-day work.
- Performing your role, as part of a highly committed team and delivering your service in a way that helps the school achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments.
- Contribute to the evaluation and development of services across the school as part of the school's ongoing self-assessment cycle and continuous improvement initiatives.

Professional Standards

- Ensure the maintenance of standards of practice according to the employer and any regulating bodies and keep up-to-date on new recommendations/guidelines set by the relevant departments.
- Ensure that confidentiality is protected at all times.
- Ensure clear objectives are identified, discussed and reviewed with supervisor and senior colleagues on a regular basis as part of continuing professional development.
- Participate in individual performance review and respond to agreed objectives.
- Keep all records up to date in relation to Continuous Professional Development and ensure personal development plans maintain up-to-date specialist knowledge of latest theoretical and service delivery models/developments.
- Attend relevant conferences/workshops in line with identified professional objectives.
- Support and encourage harmonious internal and external working relationships.
- Raise the profile of the Academy by making positive contributions.

General

- Contribute to the development of best practice within the service.
- Ensure a comprehensive understanding of the relevant safeguarding legislation, guidance and best practice.
- All employees have a responsibility and a legal obligation to ensure that information processed is kept accurate, confidential, secure and in line with the Data Protection Act (2018) and Security and Confidentiality Policies.
- It is the responsibility of all staff that they do not abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties.

This Job Profile does not provide an exhaustive list of duties and may be reviewed in conjunction with the post holder in light of service development. The aim of this job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. This job description may be amended at any time after discussion with the post holder.



Person Specification

	Essential	Desirable
Education & Training	Good general level of education to include Maths and English GCSE grade C or above, or further relevant experience in the absence of formal qualifications.	
Knowledge and Experience		<p>Experience working as a TA or other relevant experience</p> <p>Experience of working with pupils with SEN or supervising and delivering a catch up programme or supporting a pupil with complex SEN by modifying and delivering programmes as directed by teachers and other professionals</p> <p>Experience of delivering Nurture principles</p>
Skills and Abilities	<p>Working under the direction of the line manager, but some discretion is required — works independently with individuals or groups.</p> <p>Ability to work under pressure.</p>	
Personal Attributes	<p>Committed to values based education.</p> <p>Effective role model for all of Peak Academy values.</p> <p>Strong pastoral support.</p>	

