

ATTLEBOROUGH ACADEMY

CLASSROOM ASSISTANT

Line Managers job title:	SENCO
Salary:	Attleborough Academy Support Staff Salary Scale: FTE £23,500 to £23,893 per annum Pro Rata £17,675 TO £18,293 per annum
Tenure:	Fixed Term
Contract type:	Term time plus one week
Hours per week:	32.50

THE POST

Attleborough Academy is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 10 primary and 7 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a Classroom Assistant.

At Attleborough Academy we recognise the value and worth of those in our charge and seek to uphold standards of the highest quality; which reinforce the dignity and respect of the individual in an atmosphere which is warm, caring, stimulating, accepting and free from all forms of prejudice and discrimination.

In saying this, no effort is spared to achieve a true partnership between school, parents/carers, and authorities, which will promote the physical, intellectual, emotional and social development of our children and young people in order that they may achieve their full potential.

As a Teaching Assistant, you are expected to provide an efficient and high quality support to all students within the department, under the supervision and direction of the class teacher, in consultation with the SENCO as required.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored. This is a fixed term contract which will be reviewed each academic year.

JOB SPECIFICATION

The professional competencies expected of a Classroom Assistant are:

Teaching and Learning

- Develops and uses knowledge and skills e.g. literacy, numeracy or science to contribute to student learning.
- Monitor, evaluate and records students' progress and reports this as directed by SENDCo
- Use information and communication technology to support students learning.
- Provides support to the teacher by accompanying students on off-site activities.
- Discusses with the teacher and contributes to curriculum and classroom planning – informally and at meetings.
- Works as part of a team to ensure that the wellbeing, behaviour and personal development of students enhances their learning opportunities and life skills.
- Assist in the educational and social development of all students.
- Have full relevant knowledge of students medical and physical needs and able to refer to the relevant person should a problem arise.
- Assist students in developing their resilience and independence in the classroom.

Personal Responsibilities

- To adhere to all school policies including those relating to Race Equality, Equality Opportunities, Safeguarding and Health and Safety.
- To attend training and meetings as necessary and cascade any relevant information to relevant staff and stakeholders as appropriate.
- Be an excellent role model for all members of staff and for students in all aspects of school life. To be an exemplar of all school policies and practices to include risk assessments as appropriate. To actively promote the aims of the School.
- Support, promote and comply with decisions and policies agreed by the SLT and Trustees. Undertake such tasks as the Headteacher or line manager may require e.g. support administrative work on occasions taking part in out of school activities, supporting students in another class or activity etc.

Generic Responsibilities

- Assist in supporting and monitoring students at social times.
- Develop own professional knowledge, skills and understanding through active participation at meetings and training.
- Attend weekly meetings, and occasional meetings during evening hours, as required to include annual review meetings where required.
- Make a positive contribution to all relevant areas of academy life.
- Actively organise and participate in activities connected with the school.
- Develop effective working relationships with professional colleagues.
- Safeguard Children.

A non-exhaustive list of specific responsibilities for the role is above and you will be required to undertake other duties and responsibilities as may reasonably be required.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of the Attleborough Academy or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

General Data Protection Regulation (GDPR)

The post holder will hold and process any personal data including sensitive (special category) personal data relating to students and parents / carers in accordance with our legal obligations, for the purposes of safeguarding and child protection and in the manner set out in the Privacy Notice for parents and students and in accordance with our Data Protection Policy which can be accessed via the PA to the Headteacher at your request.

Freedom of Information

The post holder must be aware that any information held by the school in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the school's policies and procedures.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

Safeguarding | Child Protection

In accordance with the Academy's commitment to follow and adhere to the Department for Education's guidance entitled "Safeguarding Children and Safer Recruitment in Education" (January 2007) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Academy. You are also required to know and comply with the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People (January 2009). You are required to have satisfactory Enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Attleborough Academy or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

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Physical Demands

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

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

The Academy 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.

Attleborough Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The qualifications and experience required of a Classroom Assistant are:

ATTLEBOROUGH ACADEMY PERSON SPECIFICATION: CLASSROOM ASSISTANT			
Qualifications and Training	Essential	Desirable	How Assessed? Application (A) Interview (I)
Teaching Assistant Qualification – NVQ Level 2 and likely to be training towards Level 3 or relevant equivalent qualification	✓		A
City and Guilds – 7231 certificate in Learning Support		✓	A
Open College Network Certificate		✓	A
Specialty Teaching Assistant (STAC)		✓	A
Adult Literacy and Numeracy/Educated to GCSE level or equivalent in Maths and English	✓		A
Knowledge Able to evidence and apply secure up to date knowledge and good understanding of:	Essential	Desirable	A/ I
Autistic Spectrum Disorder, Asperger’s Syndrome, ADHD, dyslexia and other learning difficulties		✓	A
Knowledge and understanding of the need to maintain a consistent, calm environment and the ability to manage any changes to the environment appropriately.	✓		A/ I

Innovation in developing and implementing work with students		✓	A/ I
Knowledge and understanding of discipline and behaviour policies		✓	A/ I
A good up to date understanding of child protection and safeguarding issues and procedures.		✓	A
Good working knowledge of Health and Safety or First Aid		✓	A
Experience required	Essential	Desirable	A/ I
Learning Support Assistants will have a combination of experience, evidence of development and accreditation.		✓	A
Development as for TA Level 1 and also courses related to the curriculum advanced literacy support, behaviour difficulties etc.		✓	A
Demonstrable success in working with students with learning difficulties		✓	A/ I
Experience of providing effective support for students with ADHD, dyslexia, Asperger's or Autism or other learning difficulties		✓	A/ I
A proven track record of implementing effective strategies to support the needs of all students to raise achievement		✓	A
Able to use SIMs accurately and effectively		✓	A

Aptitude and Skills – Communication	Essential	Desirable	A/ I
Able to demonstrate evidence of:			
Ability to communicate effectively with students and adults	✓		A/ I
Able to work with students within academy behaviour management policy	✓		A
Able to clarify and explain instructions to students	✓		A
Able to motivate students to learn	✓		A
Ability to make objective de-personalised decisions whilst being able to convey the decision sensitively	✓		A
Ability to communicate effectively within a diverse range of audiences, including children, parents and carers, governors, staff and outside agencies	✓		A/ I
Ability to relate to and communicate positively with students who have learning difficulties	✓		A/ I
Being patient but firm	✓		A
The ability to display a positive attitude and a good sense of humour	✓		A
Able to work calmly and remain unflustered in challenging circumstances	✓		A/ I
Aptitude and Skills	Essential	Desirable	A/ I
Good level written and spoken English	✓		A/I
Accurate numeracy skills	✓		A
Effective ICT skills	✓		A
Able to prepare resources for teaching and learning activities and create displays	✓		A

Aptitude and Skills – Personal Management Able to demonstrate evidence of:	Essential	Desirable	A/ I
Able to undertake administrative procedures to support the work of the teacher	✓		A
Able to assist with the organisation of the learning environment	✓		A
Good interpersonal and people skills to inspire, motivate and support students	✓		A/ I
Good organisational and administrative skills which support the work of the teacher	✓		A
Personal Qualities	Essential	Desirable	A/ I
Ability to follow and interpret instructions correctly and guidance	✓		A/ I
Able to plan, prioritise and organise own work schedule	✓		A
Consistently demonstrate the behaviours expected by virtue of being a person in a position of trust	✓		A
Committed to undertaking professional training and assist with the professional development of others	✓		A
Demonstrate reliability and integrity	✓		A
Committed to maintaining a healthy work life balance for oneself and that of others	✓		A
A genuine concern to secure the educational progress of students irrespective of their background or ethnicity	✓		A/ I
Able to demonstrate a flexible approach to work which meets the needs of the students timetables	✓		A/ I
Current First Aid certificate or the willingness to undertake first aid training and be on the First Aid rota	✓		A/I

HOURS OF WORK

Paid Weeks per year	Term time only plus one week
Hours per week	32.5 hours per week
Normal working Pattern	Monday to Friday 08.30 – 15.30 (30 minute unpaid break)
Unpaid Breaks	30 minutes lunch break
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
Annual leave entitlement	Annual holiday entitlement for full-time support staff will reduce to 33 days (including bank holidays), rising to 37 days after 5 years' service. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.

CPD Days	CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet.
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REMUNERATION

- Points 5-6 of the Support Staff Salary Scale
- FTE Salary: £23,500 - £23,893 per annum
- Pro rata salary: £17,454 - £18,068 per annum

Annual holiday entitlement for full-time support staff is 34 days (including bank holidays), rising to 37 days after 5 years' service. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.

The post-holder will be entitled to join Attleborough Academy's nominated pension scheme for support staff.

MID-YEAR ADJUSTMENTS – TERM TIME/TERM TIME PLUS

Salary payments are averaged out over the 12 months of the Academic Year. If you begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

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

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.