



ORMISTON BOLINGBROKE ACADEMY

JOB DESCRIPTION

Job title:	Graduate Teaching Assistant
Salary:	Grade 6, SCP 20 – 25 pro-rata £22,067 - £25,112 (FTE Equivalent £26,446 - £30,095)
Contract:	37 hours per week, Term time only Mon to Thurs 8am to 4pm & Fri 8am 3.30pm.
Reporting to:	Head of Department or designated other

Purpose of the role:

To support individual students and groups of students to access learning and to support teachers in enabling students to learn.

Key Responsibilities:

As a member of the department team to work with and under the direction of the line manager by:

- Supporting learning through in-class support under the direction of the teacher.
- Fulfilling the professional obligations of a department member including the adherence to department policies and procedures, attendance of department meetings/briefings, duty supervision.
- Withdrawing students for support on any aspect of learning or organizing learning.
- Preparing materials and resources (including resources for the department VLE) to support learning.
- Record keeping and evidence gathering to support the knowledge of students including marking.
- Ensuring that students behave in accordance with academy policy and reporting any such breaches that cannot be dealt with under your competency.
- Being an invigilator or exam support to students as required.
- Providing cover for teaching staff acting as a cover supervisor or cover for teachers in the specialist area as an instructor.
- Monitor and record student responses and learning achievements.
- Assess, record and report on development, progress and attainments as agreed with the teacher.
- Write reports and records confidential student data as required.
- May assist escorting students on educational visits.
- May assist with breaktime supervision.
- Contributing to short, medium- and long-term planning through an increasing knowledge of subject areas, specifications, levels of attainment and assessment criteria.
- Undertaking such other duties commensurate with ability as may be reasonably required by the Principal in the pursuit of the Academy's mission Information.

Specific Responsibilities and Accountabilities:

- **Information management:**

To support and contribute to the keeping records on students as requested by the department.

To be responsible for data entry on students as requested by the department and use it to inform future planning.

Supporting the testing of students including baseline assessment including the invigilation of students with additional exam requirements.

- **As a team member:**

To work within the team and to have an area of responsibility, but an understanding and working knowledge of other roles to enable support across the team at times of critical workload

To promote teamwork and work with others to ensure effective working relationships.
To participate in the Academy's Professional Development Review process both in terms of self and other staff as appropriate.
To participate in collaborative planning teams with relevant members of the department.

- **In Maths:**

To organise and run a weekly homework club.
To work with class teachers in supporting small group intervention sessions.
To support the SEND lead in Maths in ensuring effective SEND support across the department.
To run a form time intervention for KS4 students.
To organise and run the IDL numeracy programme with low attaining KS3 students.

- **In English:**

To work with the librarian and class teachers to support reading within library lessons, including 1-1 and small group reading interventions.
To run Catch Up Literacy interventions and literacy interventions.
To support the SEND lead in English in ensuring effective SEND support across the department
To organise, launch and run the 'Sussex Writes' programme for KS5 students.
To organise and run at least one literature-based enrichment per fortnight.

- **In Science:**

To organise and run a practical based KS3 science club on a weekly basis.
To work with class teachers in supporting small group intervention sessions.
To support the SEND lead in science in ensuring effective SEND support across the department.
To help with after school science enrichment and intervention programmes.

- **Quality Assurance:**

To participate in the Academy quality assurance policy for Graduate Teaching Associates and a whole Academy approach to self-assessment.

- **Communications:**

To develop and implement effective communication systems and procedures.
To communicate and refer any relevant incidents to the Head of Department, House Manager and Form Tutor.

- **Marketing:**

To ensure the promotion of a welcoming environment to students, visitors and callers.
To contribute to the creation of an engaging and purposeful learning environment by displaying students' work and assessment for learning information.

- **Health and Safety:**

To ensure that all students in your care are safe.
To have the awareness and knowledge of child protection and the actions you must take in given circumstances and the reporting procedures.

- **Training:**

To continue one's own personal development in relevant areas.
To actively engage in, take advantage of opportunities for and contribute to Continuing Professional Development.

General Responsibilities:

To undertake such other duties appropriate to the grade of the post as the Principal may from time to time reasonably determine.

To have actively promote and have due regard at all times to the Academy's policies, organisation and arrangements for Health & Safety at Work.

Performance Management:

Participating in the Academy's arrangements for performance management, professional development and the Academy's arrangements for quality assurance and internal verification

Flexibility Clause:

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

Variation Clause:

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Principal/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Context:

All staff are part of a whole Academy team. Each individual is required to support the values and ethos of the Academy and Academy priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a busy pressurised environment.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Signature:

Print Name:

Date:

Signed(Principal)

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
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Education and Qualifications	<ul style="list-style-type: none"> • Experience of working within a similar role and level. • Degree in relevant subject. 	<ul style="list-style-type: none"> • Working at or achieved higher level Teaching Assistant status. 	Application
Experience and Knowledge	<ul style="list-style-type: none"> • Ability to engage constructively with and relate to young people. • Competent use of IT. • Understanding of the education system • Knowledge and understanding of safeguarding • Curriculum knowledge and experience. 	<ul style="list-style-type: none"> • Experience of working in an educational setting. • Knowledge of behaviour management techniques. • Experience of planning, preparing and delivering specified work to individuals or groups. 	Application and interview
Competencies	<ul style="list-style-type: none"> • The ability to work as part of a team. 	<ul style="list-style-type: none"> • Ability to identify potential barriers to learning and to engage strategies to overcome those barriers. • Able to adapt the support required to meet the needs of individual students to positively impact on progress in learning. 	Application and interview
Personal Qualities	<ul style="list-style-type: none"> • Respect for young people and their needs. • Ability to establish positive working relationships with students, staff and parents. • Highly developed interpersonal and communication skills • Ability to handle difficult situations with sensitivity, confidentiality and discretion at all times. • Commitment to equal opportunities. • A relentless drive for excellence. • Ability to keep calm under pressure. • Ability to promote and demonstrate positive values, attitudes and behaviour. 	<ul style="list-style-type: none"> • Evidence of continuing professional development. 	Application and interview
Other Requirements	<ul style="list-style-type: none"> • Good oral and written communication skills. • Excellent record of attendance and punctuality. • An Enhanced DBS clearance is essential. • Work in line with the Academy's policies and procedures. 		Application and interview