**JOB DESCRIPTION**

Post title: Teaching Assistant (*Level 4*)

Location: Hilton Spencer Academy

Salary/Pay range: NJC 20-24

Hours of work: Full time, Term time only plus inset days

Reporting to: Principal

**Purpose of the Role**

To work with teachers to support teaching and learning as a whole and by working with individuals or small groups of pupils under the direction of teaching staff and, for short periods of time, to be responsible for the whole class in the absence of the teacher.

To deliver high-quality support to children and young people, accelerating the progress of groups of children and young people and developing high quality resources.

To undertake Professional Performance Reviews for all employees that the post-holder line manages and appropriately manage any underperformance with support from the Principal and Trust HR Team. Supporting the recruitment and selection of Teaching Assistants.

To be responsible for a specialist area within the academy. To lead, keep abreast of developments and provide training etc in line with this area of responsibility.

* To activity support the smooth running of the class on a day to day basis and assist in teaching an agreed timetable as set out by the class teacher.
* Work closely with the class teacher on a day to day basis and collaboratively with other colleagues.
* To take responsibility for the planning and delivery of specified packages of work such as lesson planning, assessment or reporting.
* Undertake specified duties for individuals, groups or classes under the direction of the teacher.
* Responsibility for leading the teaching assistant team and / or responsibility for specialist areas.
* Plan, deliver and evaluate teaching and learning activities which, under direction of a teacher, meet the agreed objectives and personalised learning needs of children.
* Contribute to the planning and evaluation of teaching and learning activities by giving constructive and timely feedback and sharing own ideas on pupils’ learning needs and realistic ways of meeting these. Make suggestions for improvements and feed these changes into school review and development planning procedures.
* Contribute to the inclusion of all pupils by working with children and families to identify barriers to learning, taking steps to remove these and support participation in a full range of activities by developing individual plans to meet each individual’s needs.
* Encourage pupils to take responsibility for their own learning by using appropriate strategies to challenge, motivate and sustain pupil’s interests and efforts in learning activities.

Measurable Performance Objectives for classroom-based Education support professionals will relate to:

* The delivery of high-quality support to children and young people
* Accelerating the progress of groups
* Developing high quality resources

# Main Duties and Responsibilities

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

**Key Duties**

* Support the teacher with activities enabling the children to access all areas of the curriculum.
* Support, encourage and supervise children to encourage pupils to become more independent learners and help to raise the standard of achievement and attainment for all pupils
* Contribute to the implementation of an effective behaviour management strategy, applying it fairly and consistently within clear boundaries and reinforcing positive aspects of behaviour
* Contribute to the planning and evaluation of teaching and learning activities by being clear of own role in delivery, sharing realistic ideas, offering constructive suggestions and giving feedback where appropriate
* Support inclusion of all pupils.
* Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities, being aware of stages of development, individual needs and giving positive encouragement and feedback to ensure pupils are reaching their full potential. The learning activities may be for individual pupils, groups of pupils, or the whole class, e.g. when providing cover supervision or working with pupils outside of the classroom.
* Contribute to the safeguarding of all pupils by having an awareness of signs of abuse, an understanding of relevant procedure and protocol and ensuring any concerns are addressed in a calm and sensitive manner
* Establish and maintain positive relationships with pupils by communicating effectively, allowing them to feel valued and listened to, encouraging questions and ideas
* Actively promote good home/school relationships.

**Line Management**

* To manage and co-ordinate the work of Teaching Assistants at all levels within the academy and contribute to performance management & development planning.
* Allocate work effectively amongst team members with clear objectives ensuring they are working to the required standards, by managing individuals’ performance and recognising positive contributions. Allow time to support team and encourage them to outline their needs etc.
* Provide and support team with regular opportunities to identify learning needs and development opportunities, to make the best use of their abilities.

**Specified Work**

Post holder must also carry out specified work in order to assist or support the work of the class teacher. This is an ongoing and regular requirement of the post and is an integral element of the role at this level. Specified work includes:

* Planning and preparing lessons and courses for pupils;
* Delivering lessons to pupils. This includes delivery via distance learning or computer aided techniques;
* Assessing the development, progress and attainment of pupils;
* Reporting on the development, progress and attainment of pupils.

**Support for the Pupil**

* Provide a keyworker role which entails providing personal care, making observations, completing individual children’s ‘Learning Journeys’.
* Assist in the implementation of provision maps (where applicable) and monitor their progress.
* Give care and support for pupils by providing a safe and secure environment, responding to accidents, emergencies and following procedures where appropriate. Respond to minor health problems, seeking the support of the school first aider where necessary.
* Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence

**Support for the Teacher**

* Assist in arranging an attractive, stimulating and organised learning environment for the children.
* Prepare and present displays of pupils’ work.
* To supervise children when entering school and during break times, alongside the class teachers.

**Support for the Curriculum**

* Provide outdoor learning experiences.
* Supervise children during school visits and residential trips.

**Support for the Academy**

* Provide short term cover supervision of classes.
* Support children and young people through transitions that occur in their lives, enabling them to manage them in a positive manner
* Share information about pupils with other staff, parents/carers, internal and external agencies, as appropriate.
* Attend, and contribute to planning meetings and staff meetings where appropriate.
* Attend training where necessary and cascade information to other members of staff.
* Participate as widely as possible in the extra-curricular life of the school.

**General**

* Actively participate in and contribute to staff meetings and INSET
* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Be aware of and comply with all Trust and Academy policies including in particular Health and Safety and Safeguarding.
* Participate in the Academy Performance Management process and undertake professional development as required.
* Adhere to all internal and external deadlines.
* Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
* These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

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**Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our children and young people. Therefore, we expect everyone to share this commitment. All appointments are subject to satisfactory pre- employment checks, including a satisfactory Enhanced criminal records with Barred List Check through the Disclosure and Barring Service (DBS) and the completion of Level 2 Safeguarding training. It is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children.**

The Trust and its member academies are committed to promoting equality and diversity in both employment and education provision. We aim to ensure that students, parents, governors, employees, contractors, partners, clients and other stakeholders within the Trust community are treated fairly, and with dignity and respect regardless of Protected Characteristics.

Spencer Academies Trust is a Disability Confident Committed Employer

Name:

Signature:

Date:

**Person Specification Teaching Assistant (Level 4)**

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|  | **Essential** | **Desirable** |
| **Qualifications and experience**  |
| * GCSE Maths and English Grade 4 or equivalent
* Evidence of additional qualifications suitable to TA role NVQ Level 3 Teaching Assistant, HLTA qualification or equivalent
* Experience of working and supporting primary age children
* Experience of carrying out intervention programmes
* Line management responsibility
* Responsibility for whole school development and CPD
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| **Knowledge, skills & understanding** |
| * Knowledge and understanding of the statutory framework in subject areas and phases supported.
* Knowledge of Teaching Assistants’ contribution to raising standards by the promotion of independent learning.
* Knowledge of National Curriculum and how this is applied to planning, preparation and delivery of learning activities.
* Knowledge and understanding of pupil assessment, progress, evaluation and reporting of attainment.
* Knowledge of stages of child development and individual needs.
* Knowledge of appropriate behaviour management practices
* Excellent communication (written and verbal) and an active listener
* Highly motivated and the ability to motivate children
* Assist children on an individual basis, in small group and whole class work
* Good organisational skills and the ability to work independently, using own initiative, solving problems and finding solutions
* Explain tasks simply and clearly and foster independence
* Good ICT skills
* Supervise children and adhere to SAT behaviour management policies
* Display work effectively
* Ability to run an extra-curricular activity
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| **Personal qualities** |
| * Able to form positive relationships with all children and motivate them to succeed, contributing to a warm, friendly environment
* Able to work with others in a team to support work with children with special educational needs
* Work at all times within the framework of agreed school policies
* Have a flexible approach to work and to enjoy being a member of a team
* Able to manage work load effectively and respond swiftly to tight deadlines
* Good interpersonal skills, with the ability to enthuse and motivate others
* To show a caring attitude towards pupils, staff and parents/carers
* Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit
* Openness and willingness to address and discuss relevant issues
* To practice equal opportunities in all aspects of the role and around the work place in line with policy
* To maintain a personal commitment to professional development
* To contribute to the wider life of the academy
* Commitment to inclusive education
* Commitment to the highest standards of child protection and safeguarding
* Recognition of the importance of personal responsibility for H&S
* Commitment to the Trust’s ethos, aims and whole community.
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