



Hall Park Academy

Literacy Teaching Assistant

Job Description

Location: Hall Park Academy

Salary: Redhill Academy Trust Pay Scale, Band 7, Scale Points 32 – 36

Actual Salary: £8,837.96 - £9,569.46 per annum (FTE: £26,141.85 – £28,305.58)

Hours of work: 13 hours per week over 2 days, Thursdays and Fridays (although this can be flexible), term time only

Responsible to: Assistant Head Teacher for Literacy

Post objective:

The Literacy TA's focus will be on supporting students and parents to establish a positive reading culture and improve literacy levels for our students. The core focus will be to raise students' reading ages through targeted intervention in one-to-one and small group tuition.

Main Duties and Responsibilities:

Support

- Conduct one-on-one reading sessions with targeted students
- Monitor and set weekly targets for students' reading
- Plan and deliver small group tutoring or catch-up programmes including delivering No Nonsense Phonics to identified students
- Assist classroom teachers in their work in ensuring that students with low reading ages make good progress and participate in lessons
- Establish a positive reading culture and promote literacy throughout the school through contributing to a range of school-based activities
- Liaise with parents to support, promote and develop literacy at home
- Act as a Key worker for some students with low reading ages by retaining an oversight of their progress and participation and maintaining communication with their class teachers
- Undertake break time and lunchtime duties as directed
- Supporting intervention for EAL students
- Act as a reader/scribe in examinations for any student with access requirements

Resources/Administration

- Work with the Literacy coordinator and subject teachers to prepare resources as necessary
- Observe, record and feedback information on student performance
- Plan and coordinate intervention timetables
- Keep accurate data records of student progress including using tracking systems such as B Squared
- Acting in line with the Academy's policies and procedures
- Assist the teaching staff in the smooth transition between educational phases

Appraisal

- Participating in arrangements made in accordance with the school's performance management systems.

Discipline, Health and Safety

- Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere

General

- Attendance at staff meetings, training and INSET activities where relevant.
- To uphold and actively support the provision's policies and procedures.
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the provision that normally any changes of a permanent nature shall be incorporated into the job description in specific terms

The role of a Teaching Assistant involves significant contact with students, often working on a one to one basis and with access to potentially sensitive data. This role involves working in regulated activity with children and an enhanced DBS clearance is required for this position.

Literacy Teaching Assistant

Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Literacy & numeracy at Level 2 	<ul style="list-style-type: none"> • Full clean driving license • Relevant qualification in higher education • Level 3 teaching assistant qualification
Experience	<ul style="list-style-type: none"> • Prior teaching assistant/school based experience • IT literate with strong skills in Word, Excel and Access • A sound knowledge of child protection and safeguarding regulations • Ability to differentiate work to meet the needs of SEND students • Experience in working with students on a 1:1 basis and in small groups, ensuring that the objectives of a lesson are achieved with the student progressing in-line with their targets 	
Qualities / Professional Attributes	<ul style="list-style-type: none"> • Communicate effectively with all stakeholders including children, young people, colleagues, parents/carers, Governors and members of the public. • Have a commitment to collaboration and co-operative working • Act upon advice and feedback and be open to coaching and mentoring • Demonstrate the positive values, attitudes and behaviour they expect from children and young people. • Self-confident • Hardworking • Enthusiastic • Flexible • Open and responsive • Approachable • Reliable • An ability to maintain strict confidentiality and discretion at all times • Enjoys working with young people • Excellent time keeping and attendance record • Ability to be adaptable to the changing needs and requirements of the post • Totally Trustworthy • Ability to prioritise workloads, work under pressure and meet tight deadlines and work in an organized manner • Ability to work independently and as part of a team • Able to follow school and LA policies at all times • A good sense of humour 	