



# Batley Multi Academy Trust

Batley Girls' High School  
Upper Batley High School  
Healey Junior, Infant and Nursery School  
Field Lane Junior, Infant and Nursery School  
Batley Grammar School

[www.batleymat.co.uk](http://www.batleymat.co.uk)



**Ensuring Exceptional Educational Outcomes For All**



**BATLEY GRAMMAR  
SCHOOL**

<b>Title of Post:</b> BGS Teaching Assistant	<b>Salary:</b> Grade 5
<b>Department:</b> Batley Grammar School	<b>Line Manager:</b> SENCO

## **Overall Purpose of the Job:**

To work as 1:1 to support pupils with special education needs which include mobility and medical. Alongside supporting colleagues in class.

To support pupils, parents, and teachers, to establish a supportive learning environment in which children make good academic progress.

The ESA will work under the direction of classroom teacher's and the SENCO regarding all matters relating to the learning support of pupil(s).

## **Key Duties and Responsibilities:**

- To work 1:1 with pupils with special educational needs and traits of autism.
- Assist in the delivery of educational work programmes by participating in day-to-day learning activities ;
- Discuss with and report back to the teacher on the planning and assessment of pupil's work;
- Organise and maintain the learning environment ;
- Work as part of a team to ensure that the wellbeing, safety, behaviour and personal development of the children enhances their learning opportunities and life skills;
- Maintain confidentiality inside and outside the workplace;
- Understands and applies school policies;
- To work in the classroom and practical lessons, and in the Student Support Centre and helping pupils to access different tasks, at the same time encouraging pupils to be as independent as possible;
- To re-explain or reinforce activities set by the teacher;
- To prompt pupils to ensure that they stay on task;
- To act with patience and calmness whilst being fair and consistent;
- To report any concerns about the safety or welfare of pupils/students to the class teacher, SENCO or a DSL.
- To attend and make a contribution to meetings as required.

**Additional Information**

- Undertake any such duties commensurate with the post as directed by the Headteacher/teacher in the classroom.
- As part of the wider duties and responsibilities, the teaching assistant is expected to promote and actively support the school's responsibilities towards safeguarding.
- As an essential: A good knowledge and understanding of the Data Protection Act 2018 and a willingness and commitment to ensure compliance of this and any associated data-related legislation.
- Develop and maintain an awareness of mental health issues affecting both colleagues and pupils and in act in a supportive way that helps others and enables them to be open about any issues affecting them.

Criteria		Essential/ Desirable	How Assessed
<b>Qualifications:</b>	The role requires a minimum of 5 GCSE's Grade 4 – 9 (A – C), or equivalent, including Maths and English	E	A/I
	Willingness to undertake training to develop skills and knowledge in order to take a proactive and supportive role	E	
	Willingness to undertake training related to individual pupils with needs	E	
<b>Experience:</b>	Some experience of working with children	E	A/I
	Experience in an educational establishment.	D	
	Experience and knowledge in Secondary Phase	D	
<b>Knowledge and Statutory Requirements:</b>	Detailed knowledge of Trust policies, procedures and practices	E	
	Ability to follow school and departmental policies, including development policy	E	
	An understanding of child safeguarding and school policies (training will be given)	E	
<b>Interpersonal &amp; Communication:</b>	Ability to exchange orally or in writing information to inform others, including colleagues, pupils and parents/carers.	E	
	Ability to be tactful	E	
	Good verbal and written communication skills (use of standard English) and listening skills	E	

<b>Skills (including physical skills and demands)</b>	Ability to support pupils in a classroom environment	E	A/I
	Strong timekeeping skills and ability to work to deadlines	E	
	Hardworking and committed	E	
	Ability to act with confidentiality and sensitivity	E	
	Ability to maintain records and to work in a logical, organised manner	E	
	Ability to work as part of a team as well as individually	E	
	Ability work with and support learning in small group/1:1 settings	E	
	Ability to be flexible and show initiative across the whole school setting to promote pupil progress	D	
	Experience of working with children with special educational needs		
<b>Personal Qualities:</b>	Approachable, calm and courteous	E	A/I
	Proactive, creative and imaginative	E	
	Be flexible and responsive to change	E	
	Commitment to own professional development and willingness to undertake necessary training	E	
	A willingness to contribute to the wider aspects of school life in supporting pupils' success	D	
	Good sense of humour	E	
	To attend Open Day and special events if required.	E	

**Main Contacts:** The Post Holder must always project a professional image when dealing direct with pupils, colleagues, governors, parents/carers and external bodies.

**Characteristics of the post:**

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications (QTS)
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced Disclosure and Barring Service Check for Regulated Activity
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

**Date Completed:** January 2022

**Signature of Headteacher:**

**Date:**

This is a description of the job as it exists at present; All Trust Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.

Please make sure that you can demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on our application form.

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled candidates. We have tried to do this, but if you have a disability and identify any barriers in the job specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview, etc.