

## JOB DESCRIPTION

Post title:	Teaching Assistant ( <i>Level 3+</i> ) with Additional Responsibilities
Location:	St Giles Spencer Academy
Salary/Pay range:	NJC 17-19
Hours of work:	Full time, Term time only
Reporting to:	Phase Lead

### 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

- 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.
- Work collaboratively with other colleagues.
- Activity support the smooth running of the class on a day to day basis.
- To assist with the development, planning, delivery and review of learning activities for individuals and groups of pupils in accordance with best practice and national guidelines.
- To take responsibility for the planning and delivery of specified packages of work such as lesson planning, assessment or reporting.
- To carry out specified duties with individuals, groups or classes under the direction of a qualified teacher

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.
- Contribute to the academy by taking on a wider responsibility

## **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.
- To assist and deliver therapy and physio plans / programmes, as advised by professional bodies.
- To provide medical support, where appropriately trained, in line with a pupil's individual care plan and professional advice (i.e. NHS).
- To provide manual handling support to pupils where assistance is required and where appropriately trained.

## **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 and provide individual support to ensure inclusion for all pupils in activities 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.

### **Wider Responsibilities**

- Have a leadership responsibility that has an impact on the whole academy (for example leading a subject, having a SEND responsibility or being responsible for environments).
- Contribute to the professional development of other teaching assistants.
- Deliver training to small groups of colleagues.
- Provide feedback and guidance to other teaching assistants.
- Participate in Senior Leadership meetings when required to report back on the impact of actions.

### **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 Professional Performance Review (Appraisal) 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 3)

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