



# Atlantic Academy Portland

an Aspirations Academy

Miss Heppell - Principal of Primary  
Mrs Bishop - Principal of Secondary

Maritime House  
Southwell Business Park  
Portland, Dorset. DT5 2NA

Tel: 01 305 820262  
Email: [Office@atlantic-aspirations.org](mailto:Office@atlantic-aspirations.org)

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## Teaching Assistant Job Description and Person Specification

<b>Post Title</b>	SEND Teaching Assistant
<b>Salary/Grade:</b>	Grade E point 7 - 11 (£25,584.00 - £27,269.00 pro rata for part time - £21,316.36 - £22,720.29)
<b>Academy:</b>	Atlantic Academy Portland, Aspirations South Coast & South West Region
<b>Reporting To:</b>	Principal/SENCo/Learning & Pastoral Support Manager
<b>Disclosure Level:</b>	Enhanced
<b>Hours of Work:</b>	36 hours a week, 39 weeks per year (plus holiday entitlement) Monday 08:00 - 16:00 Tuesday - Thursday 08:15 - 16:00 Friday 08:15 - 15:30
<b>Leave:</b>	Annual leave is 25 working days for a full year, based on a 5-day working week in addition to Bank/Public Holidays.
<b>Duties &amp; Responsibilities:</b>	
<p>The post holder may be expected to work with students who have a range of significant and often complex SEND for example those with autism, social, emotional and mental health needs and learning difficulties individually or in a group as directed.</p> <p>SEND Teaching Assistant will be responsible for supporting students across Key Stage 1 to Key Stage 4 with a variety of needs. This includes delivering tailored interventions as part of the students' Education, Health and Care Plans (EHCPs), as well as providing essential support for students with physical and medical conditions, such as diabetes.</p>	
<b>Main Duties:</b>	
<ul style="list-style-type: none"> <li>● To support the requirements of a child with specific needs as directed by the SEN Team</li> <li>● To be part of a team, under direction of the teacher/SENCo</li> <li>● To work alongside the teacher to maintain a purposeful, supportive and safe environment</li> <li>● To discuss, and follow, the teacher and plan for the lesson/day/week/term/unit of work</li> <li>● To assist in delivery of educational programmes</li> <li>● To assist with the general management and organisation of students and development of resources/equipment which relate to the support of students</li> <li>● To assist with the planning, organising and supervising of educational visits and outings</li> <li>● Under the direction of the class teacher, to prepare classroom and associated areas for use including preparing materials, and setting out equipment, etc</li> <li>● To make up and maintain resources where needed</li> </ul>	



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Chief Executive: Steve Kenning



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- To work with and support individuals or groups of students on specific activities set by the teacher, such as IT skills, reading, writing, practical, creative, physical, recreational activities and environmental studies
- To assist with the supervision of students:
  - Within classroom settings and shared areas
  - AM and PM break times
  - On outings and educational visits
  - Using the cloakroom/toilets/washrooms
  - Not participating in an activity
- To constructively help students to participate in activities and learning tasks by adapting and/or interpreting lessons and instructions accordingly and differentiating for students as required
- To guide and assist the development of students social behaviour attitudes and skills as appropriate
- To assist, as directed, with the implementation of/implement specific learning and therapy programmes, eg speech and language
- The general observation and questioning of students about their learning, giving feedback to appropriate staff - as relevant
- To support students with physical and medical conditions such as diabetes, etc
- Deal with minor medical needs, such as checking use of phonic ear, hearing aid and minor first aid for cuts and grazes etc.
- To maintain high expectations in terms of behaviour from the students and to follow the academy's behaviour policy.
- Supervision of all students on the school premises during the PM break time, both in the school buildings and grounds. This involves supervision of students before, during and after they have eaten their lunch
- To ensure Health and Safety regulations are complied with at all times
- To ensure the safety of students at all times
- To liaise with other members of staff and parents where needed
- To be the point of contact and communication between parents and teacher if necessary

## Staff Development Responsibilities:

- To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process



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- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the Academy.
- To support the induction of new staff

## Other Duties:

- To continue personal development as agreed at appraisal.
- To address the appraisal targets set by the line manager
- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To actively promote the Academy's corporate policies.
- To comply with the Academy's Security, Safeguarding and Health and Safety procedures are adhered to
- Comply with decisions, policies and standing orders of the Academy; comply with statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- Have a commitment to Child Safeguarding, to promoting the welfare of students and young people in accordance with the Academy's agreed procedures
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code.

## General:

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. For teaching assistants normally working with a specific key stage, this could include being deployed to work with a different key stage (eg secondary to primary or primary to preschool).



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Following consultation with you, this job description may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

## Person Specification



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## Person Specification

Assessed by application (A)

Assessed by the recruitment process (R)

Criteria	Essential	Desirable
<b>Qualifications and Education</b>		
A good standard of education, eg 5 GCSE A*-C including English and Maths, or equivalent	A	
Qualification relevant to the position or equivalent	A	
<b>Experience</b>		
Experience relevant to the position	AR	
Experience of prioritising workloads, time management and dealing with conflicting priorities	AR	
Experience of working in a school, academy or other educational based background	AR	
Experience of working with students		
<b>Skills and Abilities</b>		
Excellent communication skills	R	
Competent in use of IT	R	
Flexible, proactive, positive approach to work	R	



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Ability to deal sensitively and appropriately with confidential, personal information	R	
Be aligned to the mission and values of the academy	R	
<b>Knowledge</b>		
Knowledge of child safeguarding procedures		R
Knowledge of schools and education		R



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