

Salary	Level 3 - Grade D - Points 7-11 on the NJC Pay Scale
Responsible to:	Class teachers, Phase Leads, SLT, Headteacher
Date of Job Description	March 2023

Purpose of the Role:

To work with teachers to support teaching and learning, providing specialist support to the teacher in an aspect of the curriculum, age range or additional needs.

Main Tasks and Responsibilities

Key Duties:

1. Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils
2. Provide bespoke consistent support for learners based on needs from ILP's , Educational Psychologist reports and Inclusion Team input.
3. Assess, record and report on development, progress and attainment as agreed with the teacher;
4. Assess, record and report on the progress and impact of bespoke interventions regularly to the SENDCO highlighting any underlying concerns should they arise.
5. Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher;
6. Contribute to planning learning activities with the teacher, writing evaluations as required;
7. Communication with pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary;
8. Select and adapt appropriate resources / methods to facilitate agreed learning activities;
9. Responsible for the careful and safe use equipment, such as play and standard ICT equipment;
10. Support pupils in social, health and emotional well-being, reporting problems to the teacher or SENDCO as appropriate;
11. To undertake the following:

- a. Provide specialist support and intervention activities to pupils with learning needs;
 - b. To track pupil progress related to the pupil intervention.
 - c. To liaise with staff about the progress the students are making including any strategies and advice that may have become relevant.
12. To complete appropriate training relevant to the post including how to effectively deliver specific interventions, and disseminate this as appropriate
 13. Share information and targets with parents on a regular basis through class teacher or directly as appropriate.
 14. Use IT effectively to support learning activities and develop resources that can be used to support a range of SEND needs
 15. Establish constructive relationships with pupils and interact with them according to individual needs .
 16. Establish and maintain relationships with families, carers and other adults, e.g. speech therapists
 17. Provide short term cover supervision of classes¹;
 18. Support and assist children at other times including break-time supervision including facilitating games and activities; exams/tests and educational and out of school activities.
 19. Be responsible for the preparation of materials and resources;
 20. Guide and support pupils in their personal, emotional and social development;
 21. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence; in line with the Intimate Care Policies
 22. Be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews;
 23. Provide training and supervise new or less experienced colleagues.
 24. Collaborate with outside agencies to implement recommendations and strategies that support pupils.
 25. Assist with risk assessments for activities undertaken by the pupils; ensuring their safety and wellbeing

General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.

¹ Roles at this level may provide cover supervision in line with the Workforce Agreement Modelling Group (WAMG) Note 22.

- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- Work to support children across the trust, as operationally required.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.

Indicative knowledge, skills and experience

- Level 3 NVQ or relevant Level 3 diploma in specialist support for teaching and learning on the Qualification and Credit Framework.
- Demonstrate specialist skills relevant to their role in 11 above;
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.

Salary:	NJC Pay Scale
Responsible to:	Classteachers, Phase Leads, SLT, Headteacher
Date of Job Description:	May 2022

Purpose of the Role:

To work with teachers to support teaching and learning, providing specialist support to the teacher in an aspect of the curriculum, age range or additional needs.

Main Tasks and Responsibilities

General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.

Key Duties:

1. Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils
2. Assess, record and report on development, progress and attainment as agreed with the teacher;
3. Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher;
4. Contribute to planning learning activities with the teacher, writing evaluations as required;
5. Communication with pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary;
6. Select and adapt appropriate resources / methods to facilitate agreed learning activities;
7. Responsible for the careful and safe use equipment, such as play and standard ICT equipment;
8. Support pupils in social, health and emotional well-being, reporting problems to the teacher as appropriate;
9. Teaching Assistants in this role are expected to undertake at least one of the following:
 - a. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties;
 - b. Provide specialist support to pupils where English is not their first language;
 - c. Provide specialist support to gifted and talented pupils;
 - d. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).
10. Maintain confidentiality and adhere to safeguarding procedures;
11. Demonstrate and adhere to the school's health and safety policies and procedures.

Teaching Assistants in this role may also:

1. Establish and maintain relationships with families, carers and external professionals

2. Provide short term cover supervision of classes¹;
3. Assist with break-time supervision including facilitating games and activities;
4. Be responsible for the preparation of materials and resources;
5. Invigilate exams and tests;
6. Escort and supervise pupils on educational and out of school activities;
7. Guide and support pupils in their personal, emotional and social development;
8. Prepare and present displays;
9. Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas;
10. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;
11. Be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews;
12. Work with pupils not working to the normal timetable;
13. Demonstrate own duties to new or less experienced staff

Indicative knowledge, skills and experience

- Level 3 NVQ or relevant Level 3 diploma in specialist support for teaching and learning on the Qualification and Credit Framework;
- Demonstrate specialist skills relevant to their role in 9 (a-d) above;
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.

¹ Roles at this level may provide cover supervision in line with the Workforce Agreement Modelling Group (WAMG) Note 22.

Salary:	NJC Pay Scale, Grade C
Responsible to:	
Date of Job Description:	

Purpose of the Role:

To work with teachers to support teaching and learning by working with individuals or groups of pupils under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan.

Main Tasks and Responsibilities

General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.

Key duties:

1. Implement planned learning activities / teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses and resolving related problems as appropriate;
2. Participate in planning and evaluation of learning activities with the teacher for the session, day or week and providing feedback to the teacher on pupil progress and behaviour;
3. Support the teacher in monitoring, assessing and recording pupil progress / activities;
4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher;
5. Communicates with pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary;
6. Support learning by arranging/providing resources for lessons / activities under the direction of the teacher;
7. Responsible for the careful and safe use equipment, such as play and standard ICT equipment;
8. Support pupils in social, health and emotional well-being, drawing any problems which cannot be resolved to the attention of the teacher;
9. Share information about pupils with other staff, parents / carers, as appropriate;
10. Understand and support independent learning and inclusion of all pupils as required;
11. Maintain confidentiality and adhere to safeguarding procedures;
12. Demonstrate and adhere to the schools health and safety policies and procedures.

Teaching Assistants in this role may also:

1. Assist in the development of individual development plans for pupils (such as Individual Educational Plans);
2. Support the work of volunteers and other teaching assistants in the classroom;
3. Support the use of ICT in the curriculum;
4. Assist with break-time supervision including facilitating games and activities;
5. Invigilate exams and tests;

6. Assist in escorting and supervising pupils on educational visits and out of school activities;
7. Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays;
8. Support children's learning through play;
9. Support pupils in developing and implementing their own personal and social development;
10. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;
11. Demonstrate own duties to new or less experienced staff.

Indicative knowledge, skills and experience

- Level 2 NVQ and Level 2 certificate in supporting teaching and learning on the Qualification and Credit Framework;
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.

Roles at this level do not deliver “specified work” as defined in the guidance to Section 133 of the Education Act 2002.