



Star

STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

TEACHING AND LEARNING ASSISTANT (SEN/EAL EYFS)

JOB DESCRIPTION

JOB PURPOSE:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB SUMMARY:

1. Provide outstanding support to enable pupils with additional needs including those with SEN to play a full and active part in the life of the school and to make outstanding progress in their learning.
2. Support the teacher in the classroom and in preparation for lessons.
3. Support children in their educational and social development.
4. Help to develop programmes of learning activities and adapting appropriate materials.
5. Motivate and encourage pupils.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Support for Pupils

- 1.1 Provide one to one, small group and/or in class support for identified pupils with additional needs including those with a statement of special educational needs (or an Education, Health and Care Plan).
- 1.2 In providing support, to employ teaching strategies to encourage the pupil to work with increasing independence within a group and class.
- 1.3 Adapt or modify materials and resources to ensure full access to a broad and balanced curriculum.
- 1.4 Support pupil access to the curriculum by differentiating learning activities where appropriate.
- 1.5 Develop a positive relationship with the pupil to support progress and attainment and promote self-esteem and independence.
- 1.6 Support the pupil as part of a planned inclusion programme and provide intervention strategies and programmes as requested.
- 1.7 Deliver intervention and support strategies for specific pupils as directed by the teacher.
- 1.8 Provide feedback to the pupil on their progress, achievement and attainment.
- 1.9 Support the use of ICT in learning activities.
- 1.10 Provide intimate care to pupils including tasks associated with continence and menstrual management as well as more ordinary tasks such as help with washing, toileting or dressing.
- 1.11 Administer any special medication that the student is required to take in school time. If this is required then full training will be provided.

2. Support for Teachers

- 2.1 Provide information and support to teachers and other support staff as to the most effective methods of support for pupils with learning needs.
- 2.2 Liaise with the SENCO and specialist staff (e.g. Occupational Therapist or Speech and Language Service) as requested to receive and disseminate advice given to effectively support the student across curriculum areas.
- 2.3 Liaise sensitively and effectively with parents and carers; and in languages other than English when necessary; and participate in feedback meetings with parents under the teacher's supervision.
- 2.4 Assist the SENCO in the development, monitoring and review of the student's Individual Education Plan (IEP).
- 2.5 Attend specific training as and when required or requested by the SENCO.
- 2.6 Assist in student supervision and management of student behaviour, in line with school procedures.
- 2.7 Be responsible for keeping and updating records as agreed with the teacher, contributing to the reviews of records and systems as requested.
- 2.8 Support the teacher by contributing to the delivery of local and national learning strategies and recording achievement, progress and providing feedback to the teacher.
- 2.9 Report on student achievement, progress and issues in a suitable format.
- 2.10 Administer and contribute to the invigilation of examinations as required.

3. Support for the Curriculum

- 3.1 Support pupils in understanding instructions.
- 3.2 Implement structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses.
- 3.3 Implement local and national learning strategies e.g. literacy, numeracy, early years etc. as directed by the teacher.
- 3.4 Support pupils in using IT and develop pupils' competence and independence in its use.
- 3.5 Determine the need for, prepare and use specialist equipment / resources as directed by the teacher, and assist pupils in their use.
- 3.6 Actively seek information regarding, and utilise, the range of activities, courses, organisations, and individuals to provide support for pupils to broaden and enrich their learning.

4. Support for the School

- 4.1 Support the maintenance and enhancement of the school's ethos and mission through their own outstanding professional conduct and high expectations of others.
- 4.2 Be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection.
- 4.3 Assist in providing an atmosphere in which effective learning can take place.
- 4.4 Support the promotion of positive relationships with parents and outside agencies.
- 4.5 Work within school policies and procedures.
- 4.6 Attend and participate in individual and team meetings as required.
- 4.7 Undertake personal development and improve own practice through training, observation, evaluation and discussion with colleagues including performance management and use this to support others.

- 4.8 Accompany teaching staff and pupils on visits, trips, out of school activities and enrichment programmes and take responsibility for a group under the supervision of a teacher.
- 4.9 Assist with the supervision of students out of lesson time including before school, during breaks and lunchtime and after school.
- 4.10 Work as part of a team and support the role of other people in the team.

5. Other Responsibilities

- 5.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 5.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 5.3 Contribute to the wider life of the Trust and the Star community.
- 5.4 Carry out any such duties as may be reasonably required by the Trust.

6. Accountability

- 6.1 Make best use of all resources to support the attainment of pupils.
- 6.2 Ensure that parents/carers are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning and that pupils are involved in this process.

7. Records Management

- 7.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



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PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview /Task
QUALIFICATIONS				
1.	NVQ Level 2 Teaching Assistant or equivalent.	E	✓	
2.	GCSE in English and Maths at grades ‘C’ or ‘5’ and above.	E	✓	
3.	Evidence of continuous professional development.	E	✓	
4.	First Aid (or a commitment to obtain).	E	✓	
EXPERIENCE				
5.	Working with children in a school setting.	E	✓	✓
6.	Contributing to development, monitoring and review of IEPs.	E	✓	✓
7.	Working within a primary school.	E	✓	✓
8.	Supporting pupils who have specific difficulties.	D	✓	✓
9.	Working with pupils who have physical disabilities.	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
10.	Ability to maintain positive relationships with pupils and other adults.	E	✓	✓
11.	Ability to work effectively within a team.	E	✓	✓
12.	Effective classroom and behaviour management skills.	E	✓	✓
13.	Ability to communicate effectively in community languages.	D	✓	✓
14.	Knowledge of strategies to support pupils with visual and/or hearing impairment(s).	D	✓	✓
15.	Good ICT skills for word-processing and use of learning software, including online resources.	E	✓	✓
16.	Knowledge of the primary curriculum.	E	✓	✓
PERSONAL QUALITIES				
17.	A passionate belief in the school’s mission statement.	E	✓	✓
18.	A strong belief in the value of education in developing citizens.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview /Task
19.	Highest levels of professional and personal integrity.	E	✓	✓
20.	A strong commitment to inclusion and overcoming barriers to learning and achievement.	E	✓	✓
21.	Personal resilience, persistence and perseverance.	E	✓	✓
22.	Commitment to undertaking additional training where required.	E	✓	✓
23.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
24.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
25.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
26.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
27.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
28.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
29.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓