

Job Description



Job title: Teaching Assistant
Reports to: SENCo
Location: Leigh Academy Tonbridge

Job purpose

- To contribute to facilitating student access to the education system, assessing and supporting achievement and monitoring progress towards EHCP/ILP objectives;
- To provide practical and developmental assistance to the line manager in the academy in catering for the educational and personal welfare needs of students;
- As far as possible, to ensure a safe working environment for staff and students.

Main Responsibilities

- To work with individual and/or groups of students with learning difficulties, both in class and in the learning support base (inclusion), to enable students to access the curriculum;
- To support student(s) learning needs using a wide range of strategies and methods, according to difficulty, including personal care;
- To contribute to the monitoring and tracking of individual and groups of students, their Individual Learning Plans (ILP) and Annual Review of the supported student(s) as appropriate, and to apply specific strategies as outlined in reviews and assessments in order to support each identified student's learning and progress;
- To liaise with teachers and other academy staff in the preparation of plans and resources;
- To ensure regular and effective communication with parents/carers to support continued progress towards targets;
- To prepare and adapt resources used in class to ensure that they are accessible to students with special and additional learning needs;
- To attend training days/meetings that support the student(s) or address the needs of the academy, in accordance with contractual arrangements as appropriate;
- To monitor students in lessons and provide teachers with feedback on participation and progress;
- To oversee SEND students in a year group and complete modular reports on students' progress;
- To communicate effectively, as required, with key stakeholders of the specific students;
- To invigilate examinations and act as a reader or scribe as requested;
- To take part in academy activities and events as required, accompanying and supporting students on trips from the academy as necessary;
- To apply the academy's behaviour management policy consistently and fairly;
- To have due regard to the Health & Safety at Work legislation in all aspects of the post;
- To promote the academy's Equal Opportunities policy in carrying out all areas of the post;
- To undertake such other duties as may reasonably be required and are commensurate with the post grade.

Person Specification

- Educated to GCSE level standard or equivalent (English and Maths A*- C / grade 4+ or equivalent);
- Basic knowledge of SEND and other barriers to learning, including ASD, Visual Impairments and Physical needs;
- Disabilities and Mental Health;
- Experience working with children and/or young adults;
- Basic knowledge of first aid; e.g. emergency first aid course (desirable);
- Ability to work constructively as part of a team;
- Excellent communication and interpersonal skills;
- A firm commitment to own personal and professional development;
- A commitment to equality and diversity;
- The post-holder should have the ability to form and maintain appropriate relationships and personal boundaries with children and young people, in safeguarding and promoting their welfare. They should also hold a passion to reduce the barriers to learning for students.

Professional Development

- To take responsibility for personal continuous professional development;
- To take part, as appropriate, in the academy's professional development programme;
- To engage actively in the Performance Management Review process;
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others and from evidence;

Professional Values and Practice

- To support the academy's responsibility to provide and monitor opportunities for the personal and academic growth of students;
- To provide a role model through their personal and professional conduct;
- To work as a member of designated teams and contribute positively to effective working relations within the academy;
- To be proficient in the application of literacy, numeracy and ICT;
- To safeguard the health and safety of all students both on the academy premises and when engaged in authorised academy activities elsewhere;
- To contribute to the effective running of the academy.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.