



ACORN
A Secondary Alternative Provision

Job Description **Teaching Assistant**

Responsible to: Headteacher, Classroom Teacher and SENDCo

Main purpose of the job:

Working within a learning framework set by the classroom teacher, provide support for the educational, social and emotional needs of students, which ensures that they have a safe and healthy environment in which to learn and develop.

To act as an integral part of the school staff team, and as such to make a contribution to the overall aims of the school.

Main responsibilities and Duties:

Support for students

- **Establish and maintain effective relationships with students**

Work with a specified class or groups of (or individual) students to achieve behaviour and learning targets set by the classroom teacher.

- **Provide care and support for the students**

Promote student well-being by encouraging them to develop good relationships with others, develop their self-reliance and self-esteem.

Support for teachers

- **Assist in preparing and maintaining the learning environment**

Work under the direction of the classroom teacher to ensure that all learning resources and materials are available and ready for use when needed.

- **Provide support for the use of ICT in the classroom**

Making sure that ICT equipment is available and ready to use when required and helping the teacher and students in the practical application of programmes and equipment to ensure that it is used safely and effectively.



Headteacher: Mrs A Dawson BA (Hons) NPQH
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- **Maintaining Pupil records**

Assist the classroom teacher by maintaining agreed written records for pupils

Support for the curriculum

- **Support literacy and numeracy activities**

Work under the direction of the classroom teacher to help students to participate in whole class, group and individual learning activities for literacy/numeracy development.

Support for the School

- **Develop and maintain working relationships with other professionals**

Work effectively with teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the School.

Participate in staff meetings and contribute to the development of policies and procedures related to classroom management.

- **Contributing to the management of student behaviour and security**

Encourage positive student behaviour and implement agreed behaviour management procedures in the classroom. Have a clear understanding of child protection issues and policies.

Undertake breaktime and lunchtime supervision duties as required.

- **Review and develop own professional practice**

To participate in Performance Management cycle and undertake training and professional development as appropriate.

- **To promote the safeguarding of children**

Comply with the school's Equality, Safeguarding and Health and Safety Policies and complete enhanced disclosure forms.

- **To undertake other duties appropriate to the post that may reasonably be required by the senior management team of the Acorn Free School**

- **To carry out the duties and responsibilities of the post, and relevant Health and Safety guidance and legislation**

- **To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner**

PERSON SPECIFICATION – TEACHING ASSISTANT

	Essential	Desirable
<u>QUALIFICATIONS</u>		
A good standard of general education, normally evidenced by 3 or more GCSEs (including Maths and English) at Grade C or above, or equivalents	✓	
<u>KNOWLEDGE AND EXPERIENCE</u>		
Previous experience of working with children in an educational setting	✓	
Experience of working with challenging students		✓
Experience of using a wide range of strategies to support pupils with challenging behaviour and emotional needs		✓
<u>SKILLS AND ABILITIES</u>		
Ability to set high expectations and promote good progress by students.	✓	
A desire to see children achieve their full potential in all areas of their lives.	✓	
Ability to work on own initiative and as part of a team.	✓	
Good planning and organisational skills.	✓	
Knowledge of basic ICT applications		✓
Ability to motivate and develop self.	✓	
Good interpersonal skills with both adults and children	✓	