

<b>POST TITLE:</b> Teaching Assistant	<b>GRADE 4</b> (SCP 7-8)
<b>RESPONSIBLE TO:</b> Director of Inclusion	
<b>DATE:</b> September 2024	

**Responsible for** No direct reports

**Key liaisons** Futura Multi Academy Trust School staff and leadership teams  
 Parents and students  
 Exam Boards  
 Invigilators  
 External agencies  
 Visitors

**Hours of Work** 8:30 – 3:30, Mon to Fri; Inc 2 inset days

**Purpose of role**

To support learning and progress of students. To complement the work of subject teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This will involve planning, preparing, and delivering learning activities for individuals/small groups and assessing, recording, and reporting on students' achievement, progress, and development.

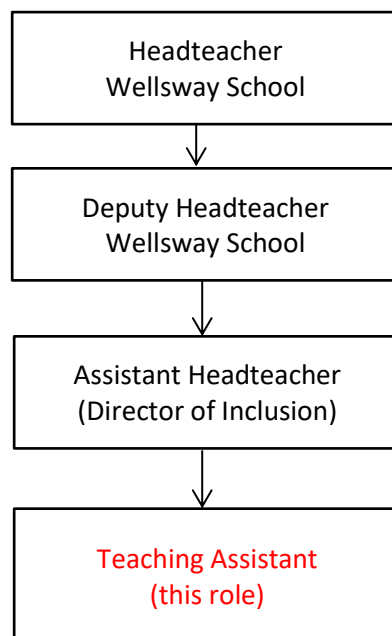
**The post-holder will**

- Assess the needs of students and use detailed knowledge and specialist skills to support students' learning.
- Establish constructive working relationships with students, acting as a role model and setting high expectations.
- Develop, implement, and review strategies to help staff support students with additional needs where appropriate.
- Promote the inclusion and acceptance of all students.
- Support students consistently whilst recognising and responding to their individual needs.
- Encourage students to interact and work co-operatively with others and engage all students in activities.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Employ strategies and follow the rewards policy to recognise and reward achievement of self-reliance and effort.
- Provide feedback to students, parents, and teachers in relation to progress and achievement.
- Work with students with a variety of different needs and abilities to enable the class teacher to provide one to one support as required.

## Duties

- Organise and manage appropriate learning environment and resources.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans; administer and assess/mark tests, produce lesson plans, worksheet, plans etc as appropriate.
- Deliver learning activities to students within agreed system of supervision, adjusting activities according to student responses/needs.
- Deliver local and national learning strategies e.g. numeracy and make effective use of opportunities provided by other learning activities to support the development of students' skills.
- Select and prepare resources necessary to lead learning activities, taking account of students' interests, language, and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.
- Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Systematically record progress and achievement in lessons/activities and provide evidence of progress and attainment.
- Provide objective and accurate feedback and reports as required on student achievement, progress, and other matters, ensuring the availability of appropriate evidence.
- Work within the school's behaviour policy to anticipate and manage behaviour constructively through positive reinforcement and rewards, promoting self-control and independence.
- Support the role of parents in their children's learning and contribute to/lead meetings with parents to provide constructive feedback on student progress/achievement etc.
- Use ICT effectively to support learning activities and develop students' competence and independence in its use.

## Structure



## Data Protection and Safeguarding

- Work within the requirements of Data Protection at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concern.
- Remain vigilant to ensure all students are protected from potential harm.

## General

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.  
<https://www.gov.uk/government/collections/dbs-filtering-guidance>

**This job description only contains the main accountabilities relating to the posts and does not describe in detail all the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.**

Futura Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. For this post prior to appointment, Futura Trust will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

<b>Person Specification - Teaching Assistant (TA)</b>	<b>Essential (E) or Desirable (D)</b>
<b>Education</b>	
Excellent numeracy and literacy skills – Equivalent to NVQ Level 2 in maths	<b>E</b>
Specialist Dyslexia Qualification	<b>D</b>
<b>Experience</b>	
Evidence of suitability to work with children and young people	<b>E</b>
<b>Skills</b>	
Training in the relevant learning strategies e.g., Numeracy Specialist skills	<b>E</b>
Full working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies/codes of practice	<b>E</b>
Ability to relate well to both children and adults.	<b>E</b>
Good understanding of principles of child development and learning processes.	<b>E</b>
Understanding of statutory frameworks relating to teaching.	<b>E</b>
Ability to self-evaluate learning needs and actively seek learning opportunities.	<b>E</b>
To work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.	<b>E</b>
Ability to effectively use ICT to support learning and use of other equipment technology i.e., computer, video, photocopier.	<b>E</b>
<b>Attributes</b>	
Committed to the Futura Trust aims	<b>E</b>
Committed to Equality and Diversity	<b>E</b>
Committed to own continuing professional development	<b>E</b>
<b>Other</b>	
Occasional work outside normal working hours - prior notice given	<b>E</b>
Good sense of humour	<b>E</b>