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| **The Friary School** |
| **Job Description:** Teaching Assistant | **Grade: 5** | **Date:** February 2024 |
| **Hours of work:**  | 32.5hours per week, Monday, Wednesday, Thursday, Friday 8.30am – 3.15pm, Tuesday 8.30am – 4.30pm.Term Time – 39 weeks per year |
| **Responsible to:** | SENCo – Deputy Headteacher |

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| **Statement of Purpose*** To support learners in school to achieve and assist colleagues in raising individual pupil standards of attainment and behaviour.
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| Accountabilities (all of which are in conjunction with the strategic responsibility of the Senior Line Manager):**Support to the District*** To monitor support and provide updates.
* To support future developments in inclusion.
* To work closely with the SEND and inclusion teams.
* To liaise with individual school mentors/coordinators.

**Support to Pupils*** Provide direct practical and emotional support to pupils.
* Provide pastoral support to the pupil in a caring and respectful manner within the school environment.
* Provide structured support, including tutorial support, in accordance with specific work programmes designed and supervised by staff within partner organisations.
* Use specialist knowledge/experience to provide appropriate support to pupils in relation to their individual needs, e.g. behaviour management strategies, health and well-being.
* Respond to multi professional team decisions by organising, supporting and coordinating group work and individual support packages for young people e.g. anger management, independent living skills literacy and numeracy.
* To contribute to raising standards by ensuring high expectations are set for pupils.
* Involvement in the development and implementation of Individual Education/Behaviour/ Support/Mentoring plans.

**Support to Staff*** In conjunction with staff, record pupils’ progress, provide feedback to appropriate education professionals.
* Support staff in developing appropriate learning plans to raise achievement.
* Co-ordinate and organise pupils attending activities/work experience or other out of school activities.
* Support the SENCO in a range of administrative tasks e.g. organising transport, tracking and monitoring student progress/attendance etc.
* Liaise with students, parents, carers, schools, providers and multi-agency colleagues.
* Supervise pupils for a particular curriculum activity under the supervision and guidance of a qualified teacher.
* Undertake marking of planned work.
* In conjunction with teacher, record pupils’ progress, provide feedback to appropriate education professionals, e.g. LA officers, Ofsted Inspectors.
* To support the teacher to develop appropriate learning plans to raise achievement.
* Co-ordinate and organise pupils attending extra-curricular activities/work experience or other out of school activities under guidance of teacher.
* Provide general admin support, for classroom activities e.g. produce worksheets for agreed activities etc.

**Support for the Curriculum*** Contribute to curriculum planning, evaluation and implementation.
* Contribute to development of school policies and procedures by participation in working groups.
* The development, preparation and dissemination of appropriate materials.
* Determine the need for, prepare and use specialist equipment, plans and resources to support pupils.

**Support to School (this list is not exhaustive and should reflect the ethos of the school)*** Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of, support and ensure equal opportunities for all.
* Contribute to the overall ethos/work/aims of the school.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as required.
* Participate in training and other learning activities and performance development as required.
* Assist with pupil needs as appropriate during the school day.
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| **Professional Accountabilities** (This list is not exhaustive and should reflect the ethos of the school) The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school’s objectives through: **Safeguarding*** Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

**Financial Management** * Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

**People Management** * To comply and engage with people management policies and processes
* Contribute to the overall ethos/work/aims of the school.
* Establish constructive relationships and communicate with other agencies/professionals.
* Attend and participate in regular meetings.
* Participate in training and other learning activities and performance development as required.
* Recognise own strengths, areas of expertise and use these to advise and support others.

**Equalities*** Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Health and Safety** * Ensure a work environment that protects people’s health and safety and that promotes welfare and which is in accordance with the Academy’s Health and Safety policy.

***Note 1:***The content of this job description will be reviewed with the post holder on an annual basis in line with the Academy’s performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation. |

**Teaching Assistant**

**Person Specification**

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| **Essential Criteria** | **Measured By** |
| **Qualifications and Skills*** Very good numeracy/ literacy skills equivalent to GCSE grade C and above
* NVQ 3 for Teaching Assistant (or demonstrate equivalent knowledge skills and experience)
* Good communication skills
* Well-developed interpersonal skills to be able to relate well to a wide range of people
 | AF/I |
| **Special Knowledge, Abilities and/or Experience*** A demonstrable record of working effectively supporting young people’s learning in a relevant environment.
* Full working knowledge of relevant policies and protocols for partnership working.
* Understanding of the principles of child development and learning processes
* Ability to plan effective actions for students at risk of underachieving.
* Effective use of ICT to support learning.
* Use of other learning technology – video, photocopier
* Work constructively as part of a team whilst being able to demonstrate initiative.
* Emotional resilience in working with challenging behaviors and attitudes to the use of authority and maintaining discipline.
* Ability to form and maintain appropriate relationships and personal boundaries with young people.
* Motivation to work with young people who may have social, and emotional difficulties
 | AF/I |
| **Behavioral Attributes*** Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.
* Open, honest and an active listener
* Takes responsibility and recognizes accountability.
* Committed to the needs of students, parents or carers.
* Demonstrates a “can do” attitude including suggesting solutions. Participating, trusting and encouraging others and achieving expectations
* Is committed to the provision and improvement of quality service provision.
* Acts with pace and urgency being energetic, enthusiastic and decisive.
* Communicates effectively.
* Has the ability to learn from experiences and challenges.
* Is committed to the continuous development of self and others by keeping up to date and sharing knowledge. Encouraging new ideas, seeking new opportunities, open to ideas and developing new skills
 | AF/I |

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a ‘disclosure’ check under the Rehabilitation of Offenders Rehabilitation of Offenders Act 1974. Further details regarding this check are available from schools or by visiting www.gov.uk/government/organisations/disclosure-and-barring-service*