STEPHENSON TRUST

JOB PROFILE

POST TITLE:	Teaching Assistant	**GRADE:**	SA2/SA3
LOCATION:	Stephenson Academy	**HOURS**:	37
RESPONSIBLE TO:	Assistant Principal/TA line manager		
WEEKS:	39		

JOB PURPOSE

To support the academic and behavioural needs of the students at the Academy to enable them to develop personal, social and academic skills.

PRINCIPAL ACCOUNTABILITIES

Key Objectives

- To support individual and small groups of students in their learning to maximise achievement
- To support off site activities
- To develop and maintain positive relationships and community links with students, parents and professionals that support effective outcomes for young people
- Ensuring safeguarding processes are adhered to and promoted in all settings
- To ensure the consistent implementation of the behaviour policy
- Assist in the development of systems and resources to effectively manage and record intervention linked to the barriers to learning for young people

Scope

Our students have SEMH needs, some with challenging behaviours that can prove difficult to manage, and some with additional needs, such as ASC or ADHD. The post holder will be involved in supporting individual or groups of students with the curriculum and activities both on and offsite.

This will mainly take place in the classroom setting working with teaching staff, however, the curriculum offered may also include a range of activities undertaken off site. Post holder's role is to ensure all learning opportunities are maximised.

An essential component of the role is to develop and maintain positive links with parents and carers ensuring family involvement. The role holder will be required to have the essential skills for working with students with significant challenging behaviours and being able to manage difficult situations should they arise.

Work Profile

- Assess the needs of students and use detailed knowledge and specialist skills to support students' learning.
- Provide mentoring of students
- Ensure student's academic skills are compatible with accessing our curriculum
- Deliver interventions under the direction of the class teacher.
- Organise and manage appropriate learning environment and resources.
- Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies.
- Provide objective and accurate feedback and reports as required on student achievement, progress and behaviour, ensuring the availability of appropriate evidence.
- Report behaviour accurately and effectively on the behaviour recording system
- Work closely with teaching staff to identify students at risk of underachieving and implement any interventions.
- Use ICT effectively to support learning activities and develop students' competence and independence in its use.
- Communicate with parents and/or professionals to support achievement and progress of students.
- Support lessons to ensure curriculum coverage in the event of staff absence
- Any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training.

This job profile is a guide to the work that you will initially be required to undertake. It may be altered from time to time to meet changing circumstances. It does not form part of your contract of employment.

Stephenson (MK) Trust is an Equal Opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the Trust on its behalf. An enhanced Disclosure and Barring Service Certificate is required prior to commencement of this post

STEPHENSON
TRUST
ON TRACK TO SUCCESS

PERSON SPECIFICATION

JOB TITLE: Teaching Assistant

LOCATION: Stephenson Academy

Assessed: **A= Application Form, I= Interview.**

CRITERIA		E/D	Assessed
EXPERIENCE/ KNOWLEDGE	• Experience and understanding of disengaged students	D	A/I
	• Able to use IT effectively to support learning	D	A
	• Full working knowledge of relevant policies/codes of practice/legislation	D	A/I
	• Good understanding of child development and learning processes	D	A/I
PERSONAL JOB RELATED SKILLS	• Ability to relate well and motivate young people	E	A/I
	• Effective organisational skills	E	I
	• Ability to communicate effectively both orally and in writing	D	I
	• Ability to work constructively, either independently or as part of a team, understanding classroom roles and responsibilities and your own position within these	E	I
			I
			I
	• Ability to work under pressure	E	I
	• Team Orientated	E	I
	• Ability to prioritise and meet deadlines	E	I
	• Personally resilient and able to deal with challenging situations	E	I
	• Able to manage challenging behaviour	E	I/A
	• Able to build effective relationships quickly and engage young people	E	I/A
EDUCATION QUALIFICATIONS	• High standard of literacy and numeracy skills	E	A
	• Training in relevant behaviour management strategies e.g. NVQ 3 Teaching Assistant	D	A
OTHER REQUIREMENTS	• Willingness to be flexible with working hours to respond to Academy needs	E	I
	• Commitment to inclusive education	E	I
	• A full driving licence and access to own vehicle	D	A
	• Physical intervention skills and training	D	A/I
	• Commitment to quality and continuous improvement	E	I
	• Commitment to professional standards	E	I
	• Willingness to participate in training opportunities	E	I

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