

Teaching Assistant Horizons Academy

Job description and person specification

Job description

Post title:	Teaching Assistant
Salary:	Grade 5
Reports to:	Behaviour Lead
Direct Reports:	Educational Support Staff Lead

Diverse Academies is a multi-academy trust with a vision to inspire, to raise aspirations and to create brighter tomorrows. Across primary, secondary and special settings, we share a common mission to nurture curiosity, develop wellbeing and empower children and young people to go beyond their aspirations. Together, we believe we can make a difference in our diverse communities, and in the lives of those who learn with us and work with us.

We empower. We respect. We care.

Purpose of the post

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.

Responsible for the management and development of a specialist area within the school and/or management of other teaching assistants including allocation and monitoring of work, appraisal and training.

Key responsibilities:

- Assessing the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Liaising sensitively and effectively with parents and carers with regards to their role in pupils' learning and respecting confidentiality
- Being familiar with age related expectations of pupils, the main teaching methods and assessment framework in the relevant subjects
- Establishing productive working relationships with pupils, acting as a role model and setting high expectations
- Developing and implementing Individual Education/Behaviour/Personal Care Plans
- Promoting the inclusion and acceptance of all pupils within an educational environment
- Supporting pupils consistently whilst recognising and responding to their individual needs, encouraging interaction and cooperative work with others
- Promoting independence and employ strategies to recognise and reward achievement of self-reliance
- Providing feedback to pupils in relation to progress, achievement and problems
- Undertaking activities with individuals, groups or whole classes to ensure their safety and facilitate their physical, emotional, social and educational development
- Taking the initiative as appropriate to develop relevant multi-agency approaches to supporting pupils
- Taking a lead role in the provision of support for pupils with special needs

- Organising and managing appropriate learning environment and resources in conjunction with the teacher where appropriate
- Within an agreed system of supervision, planning challenging teaching and learning objectives and evaluating and adjusting lessons/work plans as appropriate, selecting and preparing a range of teaching resources that meet the diversity of pupils' needs and interests
- Planning, preparing and delivering lessons for individual pupils, groups and whole classes (under the overall direction of the teacher)
- Monitoring and evaluating pupils' responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Providing objective and accurate feedback and reports as required, to the teacher, or other responsible staff member and outside agencies as appropriate, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Recording progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Working within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Supporting the role of parents/carers in pupils' learning and contribute to/lead meetings with parents/carers to provide constructive feedback on pupil progress/achievement etc
- Administering and assessing routine tests and invigilate exams/tests
- Undertaking home visits
- Establishing constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Facilitating smooth transition between educational phases
- Producing lesson plans, worksheets, plans etc
- Delivering learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- Delivering local and national learning strategies e.g. literacy, numeracy and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
- Using ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Selecting and preparing resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- Advising on appropriate deployment and use of specialist aid/resources/equipment
- Delivering out of school learning activities within guidelines established by the school
- Contributing to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
- Line management of teaching assistants
- Holding regular team meetings with managed staff
- Undertaking induction/appraisal/training/mentoring for other teaching assistants

Additional:

- All staff have a responsibility for providing and safeguarding the welfare of children and young people they are responsible for or come into contact with.
- The contents and allocation of particular responsibilities/duties may be amended after consultation from time to time as part of a broader structural review.

- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- Diverse Academies promotes the employment of disabled people and will make any adjustments considered reasonable to the above duties.
- All employment requirements, rights and benefits comply with DAT (Diverse Academies Trust)

Person specification

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Qualifications			
GCSE English and maths at C (or above) Grade (or equivalent)	✓		Application form
Relevant information, communication and technology qualification e.g. ECDL etc.		✓	
NVQ level 3 for Teaching Assistants or equivalent qualification or experience together with a working knowledge of national curriculum and other relevant learning programmes/strategies.	✓		
Higher level Teaching Assistant status		✓	
Experience, knowledge and understanding			
Relevant and recent experience of working with young people	✓		Application form
Experience of working with young people with special educational needs and/or disabilities	✓		Interview
A thorough and practical understanding of issues related to improving students' progress and ensuring equality of opportunity both in and out of the classroom		✓	
Experience of supporting young people with improving literacy and numeracy skills as well as development social skills.	✓		
Ability to be self-motivated and work from own initiative	✓		
Ability to communicate effectively, orally and in writing with pupils and teachers	✓		
Good numeracy and literacy skills			
Confident using technology	✓		
Quick learner	✓		
Personal attributes and qualities			
Able to work constructively as part of a team and as an individual	✓		Application form
Flexibility, empathy and patience	✓		Interview
Able to forge positive relationships with young people	✓		
Friendly and approachable	✓		
Shows commitment to a supportive, coaching culture	✓		
Committed to ongoing personal and professional development	✓		
Core			
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		

Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that the Trusts Occupational Health provider can ascertain their medical fitness for the post	✓		Pre-employment checks
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