

# TEACHING ASSISTANT JOB DESCRIPTION



## JOB PURPOSE

The Teaching Assistant's role is to support the learning of students to ensure their achievements are outstanding.

## TEACHING AND LEARNING

- To work in partnership with the teacher in supporting learning and managing the needs of students to ensure barriers to learning are addressed and they make at least the same progress as their peers and close any attainment gaps.
- To support students' inclusion within the Federation.
- To support students in taking responsibility for their own learning.
- To provide the teacher with accurate and objective feedback and reports on students' progress and achievement.
- To liaise with professionals and parents / carers, as agreed with the line manager, in order to support the educational development and well-being of students.
- Continue to develop own practice through training and collaboration, using new technologies when appropriate to improve learning.

## FEDERATION

- To familiarise yourself and comply with the Federation rules, policies and procedures in force including those contained in the Staff Handbook.
- Support the vision and ethos of the Federation.
- Uphold routines for learning and uniform.
- Contribute to monitoring and evaluating the success of the Federation.
- To proactively respond to issues identified in the Transformation Plan to bring about sustained improvement.
- Contribute to the range of extra-curricular opportunities on offer to students.
- Any other reasonable duties as requested by the Executive Principal.

## SAFEGUARDING, HEALTH AND SAFETY

The Federation is committed to safeguarding and promoting the welfare of all students in our care and expects all staff to share this commitment. We provide safeguarding training to all staff on an annual basis. All staff are responsible for ensuring safeguarding, health and safety policies are implemented in line with Federation policy and current legislation. Please familiarise yourself with our Safeguarding Policy, available online at [www.rutlandfederation.com/policies](http://www.rutlandfederation.com/policies).

This position advertised is a 'regulated position' which means it will involve regular contact with children and young people; under the Safeguarding Vulnerable Groups Act 2006 it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. This position is also 'exempt' from the Rehabilitation of Offenders Act 1974. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. We are an equal opportunities employer.

*This job description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar nature undertaken within the role are not excluded because they are not itemised.*

#### TEACHING ASSISTANT PERSON SPECIFICATION

|                   | Required                                                                                                                                                                                           | Desirable                                                                                                                                                                                                                                                                          | Evidence                                                                                  |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| QUALIFICATIONS    | A basic level of education with at least 5 good GCSEs including English and mathematics.                                                                                                           | A specialist qualification with evidence of an interest in continued training.                                                                                                                                                                                                     | Letter of application and interview including evidence of examination results.            |
| EXPERIENCE        | <p>A good understanding of the importance of meeting individual learning requirements and some understanding of current educational issues.</p> <p>An understanding of the role of monitoring.</p> | <p>Successful experience in a school or college of supporting students who have special educational needs.</p> <p>Clear practical strategies for supporting students.</p> <p>Experience of monitoring and evaluating learning leading to students making outstanding progress.</p> | <p>Interviews</p> <p>References</p> <p>Portfolio of work</p> <p>Letter of application</p> |
| FEDERATION REVIEW |                                                                                                                                                                                                    | Has evidence of monitoring and intervening with students to improve their performance.                                                                                                                                                                                             | Letter of application and interview.                                                      |
| LIASION           | <p>An ability to work with students.</p> <p>Good listening skills, the ability to communicate effectively and to work as part of a team.</p>                                                       | Evidence of establishing excellent relationships with a range of stakeholders within an organisation.                                                                                                                                                                              | <p>References</p> <p>Interviews</p> <p>Letter of application</p>                          |
| STAFF DEVELOPMENT | An understanding of the importance of training. A proven desire to improve, with recent evidence of certified professional development.                                                            | Has evidence of continued professional development relevant to their subject area.                                                                                                                                                                                                 | <p>References</p> <p>Interviews</p> <p>Letter of application</p>                          |