

## Job Description and Person Specification

### JOB DESCRIPTION

<b>JOB TITLE</b>	Teaching Assistant 3 – Flexible Learning Provision
<b>EMPLOYER</b>	University of Brighton Academies Trust
<b>LOCATION</b>	The Baird Primary Academy
<b>SALARY</b>	Single Status Grade 4, Points 9-10
<b>RESPONSIBLE TO</b>	FLP Class Teacher / SENCO
<b>RESPONSIBLE FOR</b>	
<b>MAIN PURPOSE OF THE JOB</b>	<ul style="list-style-type: none"> <li>• With support, implement learning opportunities for individuals/groups within the Flexible Learning Provision, which could include those requiring detailed and specialist knowledge in particular areas.</li> <li>• To support pupils with social, emotional and mental health difficulties to feel safe and secure in the setting, therefore enabling them to achieve</li> <li>• To build highly effective, positive, nurturing relationships with key groups of pupils</li> <li>• To offer advice and guidance to other colleagues as to effective strategies to best support the group of pupils in the Flexible Learning Provision</li> <li>• To assist in the whole planning cycle and the management/preparation of resources.</li> </ul>
<b>MAIN TASKS / KEY ACCOUNTABILITIES</b>	
<b>1</b>	To work with the teacher to establish an appropriate learning environment
<b>2</b>	To work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
<b>3</b>	To monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives and provide feedback to pupils in relation to progress and achievement
<b>4</b>	To use specialist (curricular/learning) skills to support pupils
<b>5</b>	To assist with the development and implementation of pupils SEND plan, assess and do programmes
<b>6</b>	To establish productive working relationships with pupils, acting as a role model and setting high expectations
<b>7</b>	To encourage pupils to interact and work co-operatively with others and engage all pupils in activities
<b>8</b>	To promote independence and employ strategies to recognise and reward achievement and self-reliance
<b>9</b>	To implement agreed learning activities/teaching literacy and numeracy programmes, adjusting activities according to pupils' responses/needs
<b>10</b>	To support the use of ICT in learning activities and develop pupils' competence and independence in its use
<b>11</b>	To determine the need for, prepare and maintain general and specialist equipment and resources

12	To be responsible for keeping and updating records as agreed with the teacher, contributing to the review of systems/records as requested
13	To undertake marking of pupils' work and accurately record achievement/progress where appropriate
14	To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflicts and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
15	To liaise sensitively and effectively with parents/carers, as agreed with the teacher, within your role/responsibility and participate in feedback sessions/meetings with parents as directed
16	To promote pupils' social and emotional development, encouraging independence and resilience in learning activities
17	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
18	To supervise pupils on visits, trips and out of school activities as required
19	To support playground/break time supervision e.g. educational games, homework clubs etc (within employed hours)
20	To prepare work and activities in advance of the lesson (within employed hours) e.g. operating AVA equipment i.e. photocopier, laminator, making books, labels, signs, and undertaking practical tasks to maintain a good standard of classroom appearance
21	To provide advice and guidance to colleagues in other academies as to the strategies employed within the Flexible Learning Provision and to model these strategies for other's professional development
22	To provide outreach support to other Trust academies, offering advice to support colleagues in meeting the needs of the pupils within the Flexible Learning Provision
23	To participate in training and other learning activities offered by the school and county to further knowledge (within employed hours)
24	To carry out the above duties in accordance with the Children's Services Department's Equal Opportunities Policy.

This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.

There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

**Date: April 2021**

**Additional Information**

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.

## PERSON SPECIFICATION

The criteria below indicate the qualities that are needed to do the job well. Candidates for the post will be selected according to the extent to which they satisfy them, and their evidence of potential for developing the rest further. Most of the criteria must normally be met in order to qualify for selection.

### Essential Criteria:

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
PROFESSIONAL AND/OR TECHNICAL QUALIFICATIONS	Maths and English GCSE at C grade or above	Positive Handling Training e.g. MAPA  Nurture Practitioner Training or another equivalent qualification
EXPERIENCE	<p>Experience of supporting children in a classroom environment, including those with special educational needs</p> <p>Experience of using Information Technology to support pupils in the classroom</p> <p>Willingness to participate in further training and developmental opportunities offered by the academy and county, to further knowledge</p> <p>Experience of providing classroom cover – within agreed parameters – in the absence of the class teacher</p> <p>Experience of consistently and effectively implementing agreed behaviour management strategies</p> <p>Experience of working as a classroom TA, with pupils with complex SEN needs, particularly those with social, emotional and mental health difficulties</p> <p>Knowledge of SEN Code of Practice</p> <p>Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils</p>	<p>Experience of The Empowerment Approach as a strategy to improve pupils' behaviour</p> <p>Experience of delivering a range of SEN based interventions to promote social and emotional development e.g. Talk About etc.</p>
SKILLS AND COMPETENCIES	<p>Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills</p> <p>Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment</p>	Understanding of the principles of nurture

	<p>Ability to assist in the recording of lessons and assessment as required by the teacher</p> <p>Ability to offer constructive feedback to pupils to reinforce self-esteem and resilience</p> <p>Ability to work effectively and supportively as a member of the academy team</p> <p>Ability to work within and apply all academy policies e.g. behaviour management, child protection, Health &amp; Safety, Equal Opportunities etc</p> <p>Ability to use language and other communication skills that pupils can understand and relate to</p> <p>Ability to establish positive relationships with pupils and empathise with their needs</p> <p>Ability to demonstrate active listening skills</p> <p>Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupils to stay on task</p> <p>Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes</p> <p>Willingness to maintain confidentiality on all academy matters</p>	
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