

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Teaching Assistant	Location	Abbeyfield School
Salary	Grade D Point 3-4 £25,185 - £25,583 FTE. Post be paid pro-rata. Actual Salary - £19,027-£19,328	Hours	32.5 hours per week, 39 weeks per year Permanent
Department	Support Staff	Reports To	SENDCo

JOB PURPOSE:

To provide teaching assistance and intervention and one to one tutoring support to students with additional needs.

To work closely with the SENDCo, teachers and pastoral teams to ensure the needs of students are met.

KEY RESPONSIBILITIES AND DUTIES:

- To provide educational support for students with an Education Health Care Plan (EHCP).
- To provide educational support for students who do not have an Education Health Care Plan but are placed on the Special Needs Register or Intervention Register and follow an Individual Education Programme.
- Deliver programmes of educational support and intervention to small groups or individuals.
- To keep working records for each student you support. Track progress and monitor impact.
- To be the keyworker for named students and link person for home/school liaison.
- To be involved in the programme planning and subsequent review meetings for all students you support or are likely to support.
- To assist in the preparation of reports and completion of reviews.
- Assist in providing access arrangements for students as directed by the SENDCo.
- Liaise with the SENDCo, Deputy SENDCo and Teaching Staff as required.
- Assist in the differentiating of in-class material as appropriate.
- Attend regular meetings.
- Undertake any relevant training and courses.
- Undertake break time supervision duties.
- If higher hours requested, the role would include after school support with homework and individual programmes as directed.
- To undertake any other duties as reasonably requested.
- Support a high-quality pastoral structure so that all students fulfil their potential.
- To be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person in order to maintain a safe and secure learning environment for pupils.

JOB DESCRIPTION AND PERSON SPECIFICATION

- Maintain an environment which feels safe and enables students to report any concerns or complaints.
- Act as a first-aider and undertake any relevant training as and when necessary.
- Attend and participate in relevant meetings as required.
- To maintain confidentiality at all times including implementing data protection policies.
- To contribute positively to and support the overall aims and values of the school.
- To fully support the life and work of the school.
- Support the school's fire and emergency procedures by being familiar with the instructions for staff and children located in all teaching areas and taking appropriate action should the need arise.
- To develop and maintain positive, constructive and effective professional relations with all staff, parents, advisors and support professionals, the local community and Governors
- Support the promotion of good attendance.
- Undertake other similar activities that may fall within the grade and scope of the post as directed by the Principal.
- This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed.
- The job description will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal.

JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	• Good English and Maths skills, preferably to GCSE Grade 3 minimum or equivalent.	• Further relevant qualifications e.g. NVQ, TA Status or equivalent qualification in childcare.
EXPERIENCE	• Experience of working with children or willingness to engage with appropriate training to develop this experience.	• Experience of working with children in an educational environment to support learning and development • Experience of working with secondary students in a tutoring or support capacity.
KNOWLEDGE AND UNDERSTANDING	• Ability to effectively communicate with a wide range of audiences, verbally and in writing. • Ability to manage difficult and emotive situations	• Awareness of procedures relating to child protection, health, safety and security, confidentiality and GDPR.

JOB DESCRIPTION AND PERSON SPECIFICATION

	• Ability to utilise strategies to support pupils in achieving learning goals • Ability to relate well to children and adults and establish good working relationships • Ability to respect and maintain confidentiality • Ability to use standard ICT packages including Microsoft Office • Ability to build positive relationships with colleagues • Ability to work well under pressure and manage competing deadlines	
SKILLS AND PERSONAL ATTRIBUTES	• Demonstrate caring, patience, energy, motivation, commitment and empathy • Organised, efficient, calm and enthusiastic. • Motivate, inspire and have high expectations of students. • Creative approach to problem solving. • Work calmly under pressure. • Committed to personal and professional development. • Good interpersonal skills, and the ability to enthuse and motivate others. • Ability to work as part of a team and on own initiative. • Self- motivating with the ability to multi-task	
CREATIVE EDUCATION TRUST VALUES	All colleagues are expected to demonstrate the Creative Education Trust values in their work by: • Empowering Ambition: Supporting personal growth, innovation and high performance. • Championing Equity: Promoting fairness, inclusion and high expectations for every student.	

JOB DESCRIPTION AND PERSON SPECIFICATION

	• Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.