

Job Description	
Job Title: Terms & Conditions: Pay Scale/ Grade: Post term:	Teaching Assistant United Learning Trust ULSupportG3TL1 Permanent
Responsible to: Line Managing:	Headteacher NA

Job Purpose
To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the Teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area and can be focused specifically on supporting identified children on a 1:1 basis who have complex special educational needs.
Support for Pupils
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities. - Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes. - Establish constructive relationships with pupils and interact with them according to individual needs. - Promote the inclusion and acceptance of all pupils. - Encourage pupils to interact with others and engage in activities led by the teacher. - Set challenging and demanding expectations and promote self-esteem and independence. - Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
Support for Teachers
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work. - Use strategies, in liaison with the teacher, to support pupils to achieve learning goals. - Assist with the planning of learning activities. - Monitor pupils' responses to learning activities and accurately record achievement/progress as directed. - Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc. - Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour. - Establish constructive relationships with parents/carers. - Administer routine tests, invigilate exams and undertake routine marking of pupils' work. - Provide clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc.
Support for the Curriculum
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses. - Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher.

• Support the use of ICT in learning activities and develop pupils' competence and independence in its use. • Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
Support for the School
• 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. • Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop. • Contribute to the overall ethos/work/aims of the school. • Appreciate and support the role of other professionals. • Attend and participate in relevant meetings as required. • Participate in training and other learning activities and performance development as required. • Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime. • Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
Health & Safety
• Co-operate with health and safety requirements. • Report all defects and hazards to the member of staff responsible for this in your school. • Follow the action risk assessments for all potentially hazardous on/off site activities. • Use, but not misuse things provided for your health, safety and welfare. • Do not undertake unsafe acts. Inform employer of any "Near-Misses". • Be familiar with the emergency action plans for fire, first aid, bomb security and off-site issues. • Brief pupils on health and safety issues.
Responsibilities
• Promote and ensure the health and safety of pupils (staff & visitors) at all times. • Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person. • Contribute to the overall ethos/work/aims of the schools within Oxford Cluster • Appreciate and support the role of other professionals. • Attend and participate in relevant meetings as required. • Participate in training and other learning activities and performance development as required. • Ensure health and safety policies and procedures are complied with at all times. • Treat all users of the school with courtesy and consideration. • Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities
Performance Management
• To participate fully in the trust's Performance Management process • Attend relevant INSET training for your role
Knowledge, Skills & Experience
• Keep up to date with developments relating to your role. • Review and maintain your own professional practice through agreed development activities. • Ensure statutory requirements are met. • Ensure a secure knowledge and understanding of all school policies and procedures
Personnel
• Identify Continuing Professional Development (CPD) needs for yourself.

- Support the CPD of others.
- Able to undertake physical elements of the role.
- Practical with DIY skills
- Well organized, conscientious & reliable
- Flexible in their approach to planning their working day.
- Communicate effectively with all members of the team.
- Work collaboratively with other staff
- Meet in accordance with calendared meetings and with line managers as agreed

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the amount of time spent carrying them out, and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may vary to meet the changing demands of the school at the reasonable discretion of the Head Teacher. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the duties as set out in the foregoing.

Every member of staff has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.

We take the safeguarding of students and staff seriously. All staff are expected to support this ethos.

All applicants will be subject to a safer recruitment process, including disclosure of criminal records and other vetting checks; the interview will include questions about safeguarding and protecting children.

References will be requested, and an online search will be completed for all shortlisted applicants who are invited to interview. On the day of interview all shortlisted applicants will be required to provide photographic ID and asked to complete a Self-disclosure form.

(Post holder)

Name	
Signature	
Date	

Person Specification – Teaching Assistant		
Windale School is committed to safeguarding the welfare of children and young people and expect all staff and volunteers to share this commitment		
	Essential	Desirable
Qualifications Criteria	A-Levels, degree or Level 3 Teaching Assistants qualification or are willing to work towards the qualification Candidates without A-Levels, a degree or a relevant Level 3 for the role <i>will be required to enrol on the Level 3 Teaching Assistant Apprenticeship once appointed.</i> <i>We will support you to gain this qualification as part of our commitment to staff development and improving student outcomes.</i>	- Training in the relevant learning strategies e.g. literacy - First aid training or any other relevant training
Experience		- Working within an Early Years setting/environment - Experience of working with children of relevant ages in a learning environment
Knowledge & Skills	- Use of (or be willing to learn) other equipment technology – photocopier, iPad, interactive screens. - Experience of basic software programmes such as Word or Excel (or be willing to learn) - Ability to self-evaluate learning needs and actively seek learning opportunities. - Ability to relate well to children and adults. - Work constructively as part of a team - Work well under pressure - Able to use own initiative and take direction	- Understanding of Development Matters - Understanding of the Early Years curriculum - Effective use of ICT to support learning. - Understanding of relevant policies/codes of practice and awareness of relevant legislation. - General understanding of national/foundation stage curriculum and other basic learning programs/strategies - Basic understanding of child development and learning - Understanding classroom roles and responsibilities and your own position within these
Personal attributes	You will be: - Nurturing - Approachable - Committed - Enthusiastic - Able to motivate self and others. - Calm	

	• Well organized • Self-reflective • Resilient under pressure • Able to prioritise.	
Other	• United Learning takes safeguarding children seriously and the successful applicant will have to undergo a DBS check and references will be required in line with our Child Protection and Safeguarding Policy	