

BECCLES HIGH SCHOOL JOB DESCRIPTION

Teaching Assistant

Line Manager's job title:	Assistant Headteacher / SENCo
Salary:	Points 4-6 of the Support Staff Scale FTE Salary: £25,185 - £25,989 per annum Pro rata salary: £19,022 - £19,974 per annum, including an allowance for holiday pay
Tenure:	Permanent
Contract type:	Term-time plus 1 week
Hours per week:	32.5 hours

THE POST

Beccles High School is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 13 primary and 9 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a **Teaching Assistant**.

The first three months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

PERSON SPECIFICATION

The professional competencies expected of a **Teaching Assistant** are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;

- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and experience required of a **Teaching Assistant** are:

Essential

- A minimum of a grade C / 4, or equivalent, in English and Maths GCSE.
- Understanding of SEN code of practice and inclusive practice within a school setting;
- Experience of working with SEND and vulnerable students;
- Knowledge of school curriculum and the academic expectations of year groups;
- Experience of working in a small group and on a 1:1 basis with students;
- Experience of administrative and reprographic tasks.

Desirable

- Level 2 national qualification or equivalent experience;
- Experience of working in a secondary school setting.

Skills and Attributes

Essential

- Ability to complete a range of administrative tasks;
- Excellent organisation skills;
- Ability to follow teachers' instructions with commitment and efficiency;
- Ability to promote inclusive practice across the school;
- Explain tasks simply and clearly and foster independence;
- Able to maintain excellent records of the impact of their work on student progress;
- Ability to reflect and develop practice.

Desirable

- Up to date knowledge and understanding of specific learning difficulties;
- Knowledge of appropriate first aid procedures;
- Knowledge of specialist SEND resources;
- Teaching experience;
- ELSA qualification.

JOB SPECIFICATION

General Responsibilities

Beccles High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

Specific Responsibilities

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

TA Classroom Support:

- Providing direct support as agreed with the teacher and subject lead. This may include pre-tutoring support to ensure students have the necessary knowledge and familiarity with the resources, skills and concepts to be used in the lesson.
- Adapting resources and teaching materials as necessary so that students are able to access the key points of a lesson and achieve the objectives set for them.
- Supporting the student(s) in participating in class teaching activities, providing support to groups as appropriate to encourage independence and social interaction.
- Supporting the student(s)' understanding of any follow up tasks set by the teacher.
- Overseeing the student's work in practical activities where safety is a consideration.
- Establish good working relationships with students, acting as a role model and being aware of and responding appropriately to individual needs.
- Implementing specific strategies for managing the progress of identified students.
- Ensuring students are aware of their target levels/grades, and any individual targets they are set.
- Ensuring students have a record of any homework set.
- Supporting the use of ICT in learning activities and develop students' competence and independence in its use.
- Providing constructive feedback to the teacher on how students have responded to the lesson; work they find relatively easy and work they find more difficult.
- Supporting the teacher in establishing and maintaining an orderly learning environment, reporting difficulties as appropriate.
- Provide occasion support to teaching staff by undertaking the role of cover supervisor and covering lessons when staff are absent. There is an increased hourly rate for this.

TA Outside the classroom:

- Delivering the agreed programmes under the guidance of the teacher, SENCO focussing on areas of communication and interaction, supporting with functional vision, language and literacy skills, personal, social and emotional development as required.
- Contributing to "target setting" for individual students, when requested.
- Encouraging students to evaluate their own progress and to take an active part in reviews of their progress, when appropriate.
- Encouraging other students to evaluate their own progress and to take an active part in reviews of their progress, when appropriate.
- Maintaining logs of identified students' daily progress.

- Supporting the use of technology to promote student's learning.
- Checking that any equipment used by the students is functioning properly.
- Developing skill in the use of specialist equipment used by students, including software applications.
- Taking steps to ensure any problems with equipment are dealt with as quickly as possible by informing the teacher/technician if there are any problems.
- Supporting the student(s) and staff in the use of technology, encouraging students to use the equipment independently.
- Providing support to enable the student(s) to have the opportunities to participate in all school activities, to make choices and take decisions for themselves.
- Observing new students express their feelings and emotions; relaying to others and feedback to the teacher and/or SENCo, recording any findings accurately.
- Attend professional development days and "twilight" training sessions.
- Attend and participate in staff meetings (during school day).
- Attend and contribute to, when asked, meetings related to individual students.
- Supervise and assist with lunch time clubs.
- Actively support the pastoral role of Form Tutor as a Co-Tutor, as delegated
- Undertake training for exam invigilation to support SEND students during assessment and examination periods

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

HOURS OF WORK

Paid Weeks per year	Term Time plus one week
Hours per week	32.5 hours per week
Normal working Pattern	Monday to Friday 8:00pm – 15:00pm
Unpaid Breaks	30 minutes lunch break where the working day exceeds 6 hours
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
Annual leave entitlement	Annual holiday entitlement for full-time support staff will be 34 days (including bank holidays), rising to 38 days after 5 years' service. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.

CPD Days	CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet.
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REMUNERATION

- Points **4-6** of the Support Staff Salary Scale
- FTE Salary: **£25,185 - £25,989** per annum
- Pro rata salary: **£19,022 - £19,974** per annum

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff.

MID-YEAR ADJUSTMENTS – TERM TIME/TERM TIME PLUS

Salary payments are averaged out over the 12 months of the Academic Year. If you begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.