



# Teaching Assistant Learning Support

31.25 hours per week, 39 weeks per year, Grade 4 SCP 4 £14,256 p.a. (actual salary)

- + Pension Scheme (TPS)
- + Brine Leas School Employee Assistance Programme
- + Additional Brine Leas School Benefits

Application details can be accessed from [www.brineleas.co.uk](http://www.brineleas.co.uk)

For a confidential discussion about this post with the Headteacher, more information or to arrange a visit, please contact the school on 01270 625663 or [head@brineleas.co.uk](mailto:head@brineleas.co.uk)

See below for links to :  
[Job Description](#) / [Personal Description](#) / [School Prospectus](#)



**Brine Leas School** An Academy

Trust, Respect, Optimism,  
Courage, Resilience,  
Inclusion and Equality

# Job Purpose

- To support individuals and groups of students to enable access to learning, contributing to the development and maintenance of a purposeful, nurturing learning environment.

## Main Areas of Responsibility

- To supervise and provide particular support for identified students, in 1:1, group or whole class situations, ensuring their safety and access to learning.
- To assist in the development of appropriate resources, schemes of work and teaching strategies, working with the teacher to ensure the provision supports each identified student's learning needs.
- To assist in evaluating identified students' progress through agreed assessment activities.
- To provide detailed and regular feedback to teachers on students' achievement, progress and needs.
- To lead small group sessions and interventions as appropriate.
- To attend to the students' personal needs where required, and implement related personal programmes, including social, health, physical and welfare matters.
- To support with behaviour management, using appropriate strategies in line with school policy.
- To contribute to creating a purposeful and supportive learning environment.
- Undertake structured and agreed learning activities/teaching programmes as appropriate, adjusting activities to ensure achievement of learning goals.

**Reporting to:** SEND





# Additional Responsibilities

- To assist with the supervision of students out of lesson times, including break and undertaking lunchtime duty.
- To establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs.
- To promote the inclusion and acceptance of all students.
- To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- To support students with their learning and development in respect of local and national learning strategies e.g. literacy, numeracy, Key Stage and/or subject specific, as directed by the teacher.
- To encourage students to interact with others and engage in activities led by the teacher.
- To set challenging and demanding expectations, promoting self-esteem and independence.
- To prepare the classroom as directed for lessons and clear afterwards and assist with the display of students' work.
- To prepare and maintain equipment/resources as directed by the teacher and assist students in their use.
- To undertake student record keeping as requested.
- To establish and maintain positive relationships with parents/carers, gathering and reporting information as directed.
- To provide clerical/admin support as required e.g. photocopying, word processing, filing.
- To ensure the effective/efficient deployment of resources as appropriate.
- To attend relevant meetings as required.
- To accompany teaching staff and students on visits, trips and off site activities as required.
- To contribute to the school's Improvement Plan and its implementation.
- To contribute to the whole school's planning activities



## School Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post.
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the school.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To adhere to the school's Staff Code of Conduct and the Dress Presentation Code.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education' and the school's Safeguarding/Child Protection policies.
- To be aware of and comply with all school and Brine MAT policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

This job description will be reviewed where necessary and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks; it sets out the expectations of the school in relation to the post holder's professional responsibilities and duties.

We will consider any reasonable adjustments under the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.



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Inclusion and Equality, Resilience

**IMPORTANT  
THE REHABILITATION OF OFFENDERS ACT**

The provisions of the Rehabilitation Act relating to the non-disclosure of spent convictions do not apply to this job, **you must therefore disclose whether you have any previous convictions at the point of application.**

If successful, you will also be required to apply for a Disclosure and Barring service check (DBS). The level of check required for this job is an Enhanced disclosure. The DBS check for this job will reveal both spent and unspent convictions, cautions, bind overs and pending prosecutions which aren't "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Any data processed as part of the DBS check will be processed in accordance with the data protection regulations and the Schools privacy statement.

I Understand and accept the job duties and responsibilities contained in this job description.

Signature ..... Date .....

Print Name .....



# Person Specification

Attributes	Description	Desirable
<b>Qualifications, Knowledge &amp; Training</b>	<ul style="list-style-type: none"> <li>• 5 GCSE's or equivalent</li> <li>• Basic knowledge of SEND and learning barriers.</li> <li>• Some knowledge of strategies in working with young people with challenging behaviours</li> <li>• Knowledge of some of the social issues facing students from disadvantaged backgrounds Awareness of Health and</li> <li>• Safety issues in the workplace</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to A'level</li> <li>• Evidence of continuing professional development</li> <li>• English, maths or science degree</li> <li>• Knowledge and understanding of the National Curriculum</li> <li>• Knowledge of learning and teaching</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working directly with young people in an education or training environment, supporting the learning of students.</li> <li>• Experience of establishing and maintaining positive working relationships with a range of stakeholders, at all levels.</li> <li>• Experience of managing and being responsible for own workload.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience working in a similar role in a school.</li> <li>• Experience of working with students from a range of backgrounds</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Good literacy and numeracy skills, Good interpersonal and communication skills, with an excellent standard of written and spoken English.</li> <li>• Good administrative and organisational skills. Ability to interest, encourage, motivate and engage children</li> <li>• Ability to work as part of a team; working effectively with people across a wide range of levels and responsibilities.</li> <li>• Computer literate – must have good ICT skills including a working knowledge of MS packages e.g. Word, PowerPoint, Outlook, Excel etc, as well as using and updating records and databases.</li> <li>• Ability to work using own initiative, exercising good judgement where unsupervised.</li> <li>• Flexibility of approach to work. Ability to maintain confidentiality; having tact and diplomacy where necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use an interactive white board innovatively.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Enthusiasm for and commitment to the achievement of the school's overall vision for success at all levels.</li> <li>• Willingness to work hard.</li> <li>• Flexible, adaptable, and able to prioritise, resilient under pressure.</li> <li>• Awareness of and commitment to equal opportunities and valuing diversity.</li> <li>• To command and demand respect from the school community.</li> <li>• Creativity and enthusiasm to promote a positive school image to the local and national community.</li> </ul>	
<b>Academy Ethos</b>	<ul style="list-style-type: none"> <li>• Enthusiasm for and commitment to the achievement of the School/ MAT's overall vision for success at all levels.</li> <li>• Ability to build and sustain professional standards and personal boundaries with children and young people.</li> <li>• Emotional maturity and resilience in working in a fast-paced environment</li> <li>• Empathy with the aims and objectives of Brine MAT.</li> <li>• Willingness to continue professional development.</li> <li>• Commitment to maintaining high standards and expectations.</li> <li>• Commitment to contributing to school life as a whole.</li> <li>• Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students.</li> </ul>	

Thank you for your interest in our school. We look forward to receiving your application. If you think a career with us is right for you, discover more at: [www.brineleas.co.uk](http://www.brineleas.co.uk)