



## **SUPPORT STAFF JOB DESCRIPTION**

<b>ROLE TITLE</b>	Teaching Assistant
<b>LOCATION</b>	Newmarket Academy
<b>GRADE / SCALE POINT – SALARY</b>	Grade 3 Scale Points 4 – 6 (below the bar)
<b>REPORTING TO</b>	SENCo

### **INTRODUCTION**

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

### **JOB PURPOSE**

To support students to raise their level of educational attainment and to develop social skills and understanding.

To support students to learn as effectively as possible both in group situations and individually.

To support students with phonics knowledge, early reading, reading fluency development and comprehension strategies'

## KEY TASKS & RESPONSIBILITIES

### Support for Students:

Under the teacher's direction:

1. Use a wide range of opportunities to develop students' language, literacy, numeracy and related skills;
2. Use specialism / expertise to support specific students as directed by class/subject teacher and / or line manager;
3. Work with students, either one-to-one or in small groups, some of whom may have Special Educational Needs;
4. Mark students' work, as appropriate e.g. Interventions / TA delivered task, maintaining basic records;
5. Clarify and explain instructions;
6. Motivate and encourage pupil as required;
7. Help students to concentrate on work set, encouraging independence;
8. Develop methods of promoting / reinforcing students' self-esteem;
9. As appropriate, look after sick/upset students;
10. Support learning and development by accompanying and working with students outside the classroom on trips, visits and other activities under the direction of the class/subject teachers
11. Work with students one-to-one or in small groups who need phonics and or other reading interventions

### **Support for Teachers**

1. Liaise with the class/subject teachers, to ensure clear understanding of tasks and responsibilities and how these will be operated in practice to promote the best outcomes for students;
2. Maintain a purposeful, orderly and supportive environment for learning;
3. Assist the class/subject teacher in supporting students, enabling access to the curriculum;
4. Assist the class/subject teacher in preparation of resources and displays;
5. Support and assist the class/subject teacher in maintaining good order and discipline in the classroom and around the Academy, by actively engaging with students to positively promote and enforce the Academy's behaviour policy;
6. Observe student learning and support this learning in the light of observations;
7. Monitor students' performance, providing regular feedback about to the teacher;
8. Act on the teacher's assessments to carry out further support work with student;
9. Maintain records of student needs and progress;
10. Assist teaching staff to ensure that aims and objectives of the Academy are achieved.
11. Supervise students around the Academy site and premises as required as part of the Academy's agreed duty rota; e.g fire drills

### **Team Working and Personal Professional Development**

1. Attend and participate in curriculum planning meetings (after Academy as required)
2. Keep up-to-date with Academy policies and procedures;
3. Liaise, advise and consult with other members of the staff team, supporting students when asked to do so;
4. Attend relevant in-service training;
5. Undertake tasks to support the curriculum and assist with events organised as part of the curriculum;
6. Attend and contribute to SEN and appropriate review meetings, if required by the class /subject teacher, SENCo and/or Principal and where appropriate, disseminate information to other Teaching Assistants;
7. Support implementation of Government initiatives under the direction of line manager.

8. To undertake training as guided by the school to ensure reading interventions maintain an evidence based approach.

**Health, Safety and Wellbeing**

1. Follow Health and Safety procedures at all times, particularly with regard to student safety and that of staff colleagues;
2. Refer students to an Academy first aider or the Principal ensuring that the class/subject teacher is aware;
3. Be aware of and maintain full understanding of procedures to follow in the event of an emergency;
4. Keep up-to-date with and follow, Safeguarding / Child Protection procedures.

## **SAFEGUARDING**

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

## **GENERAL**

1. All TA's are expected to be tutors and complete all roles and responsibilities required for the role.
2. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
3. Participate in training and other learning activities and performance development as required.
4. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
5. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
6. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
7. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

### PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE</b>		
<b>Technical or Specialist</b>	<p>Experience of working with students</p> <p>Knowledge and use of a range of classroom equipment</p> <p>Basic knowledge of first aid</p> <p>Recognised competency in literacy and numeracy</p> <p>'C' grades or above in English and maths</p>	<p>Broad awareness and understanding of medical conditions such as asthma, epilepsy etc.</p> <p>Awareness of health and safety procedures</p> <p>Experience of one-to-one support, where appropriate</p> <p>Knowledge and experience of delivering specific phonics and reading interventions (e.g. Sounds Write, Herts Fluency Reading)</p>
<b>Literacy and Numeracy</b>	<p>Ability to read and understand instructions</p> <p>Ability to complete reports such as incident report forms, progress report etc</p>	
<b>Organisational</b>	<p>The ability to follow a timetable and demonstrate effective time management.</p>	<p>Good knowledge and understanding of a school's structure</p> <p>Knowledge of school policies and procedures</p>
<b>MENTAL SKILLS</b>		
<b>Research</b>	<p>Assist teacher with information gathering and resources as appropriate</p>	
<b>Problem Solving</b>	<p>Ability to recognise and resolve or report problems</p>	
<b>Creativity / new ideas</b>	<p>Assist teacher in creating a positive learning environment</p>	
<b>INTERPERSONAL AND COMMUNICATION</b>		
<b>Written and verbal</b>	<p>Ability to communicate clearly</p> <p>Ability to encourage participation and give feedback to students</p>	
<b>Caring skills</b>	<p>Sensitivity to students' needs</p>	

<b>Advising / guiding</b>	<p>Advising and guiding students on the best way to handle situations, under the teacher's direction</p> <p>Encouraging students to participate in or complete tasks</p> <p>Providing basic advice to other Teaching Assistants</p> <p>Ability to conciliate between students in relationship / friendship disputes</p>	
<b>PHYSICAL</b>		
<b>Keyboard</b>	<p>Ability to use ICT to advance students' learning and ability to use ICT tools for own benefit</p>	Proficiency with IPad and Office 365 accessibility tools.
<b>Manual Skills</b>	<p>Use of craft knives, glue guns etc when displaying work or assisting students in practical lessons</p> <p>Help students to use tools and equipment as required to support learning</p>	
<b>Level of Autonomy</b>	<p>Work is covered by set policies and procedures</p> <p>Able to work with small groups of students when carrying out specific tasks or on field trips etc</p> <p>Able to make decisions on when to refer queries / problems to teaching staff or line manager</p>	