



## **JOB DESCRIPTION**

**Job Title:** Teaching Assistant (Level 3)

**Responsible to:** Student Services Board

**Responsible for:** N/A

**Grade:** JG5 (£22,265 - £25,215) – actual starting salary £16,953 per annum

**Contract:** 32.5 hours per week. Term Time Only + INSET. Permanent

### **Purpose of the Role**

To take an active role in promoting inclusion and supporting individual students and small groups as part of the Student Services team, as directed by the SEN Support Team Leader and/or SENCO/teacher

To act as an integral part of the school staff team and, as such, to make a contribution to the overall aims of the Academy, working within agreed policies and procedures.

### **Main Responsibilities**

#### **Academy/Line Manager Support**

- Be actively involved in supporting and developing a culture of team working for the benefit of students, and the school generally.
- Participate in appropriate staff meetings and Academy events.
- Contribute to the wider life, ethos and aims of the Academy.

#### **Student Support**

- Support learning for a variety of individual students or groups of students as directed by the SEN Support Team Leader and/or SENCO/teacher
- Support teaching assistant activity that takes place within or outside of the classroom
- Prepare, in collaboration with the designated faculty/team, differentiated materials for specified areas in line with plans and Schemes of Work based on team resources
- Contribute to the planning, monitoring and assessment cycle
- Provide systematic assessment feedback to teachers and team leaders
- Assist and contribute to the writing of Student Plans/Student Passports
- Update SEND support plans and act as a keyworker for key SEND students
- Support class teachers in raising attainment in targeted lessons or subjects by advising with regards to the planning and preparing of lesson materials and learning objectives, under the direction of the Student Services Board.
- Support special projects and develop your specialist area of expertise (within the school in support of learning and curriculum development as directed by the Student Services Board.)
- Manage and contribute to student support and study groups/interventions timetabled outside of lesson time.
- Involvement in liaison with appropriate external agencies and parents and carers as required.
- Deliver elements of lessons planned by or with a teacher to a class or group, e.g. to mainstream students, SEN, Inclusion, Gender, G&T (up to a maximum of **5%** of weekly hours)
- Provide classroom supervision to maintain order in the unavoidable short term absence of a teacher.
- Under the general direction of the Student Services Board, contribute to developing and delivering pastoral support to students (including personal care) through a



range of appropriate strategies to reduce barriers to learning and improve accessibility to the curriculum for all.

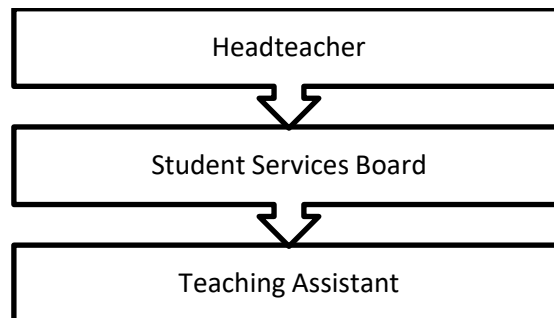
### General Responsibilities

- Under the general direction of the Headteacher, contribute to the development, deployment and evaluation of the effectiveness of support staff services in school and contribute to the development of whole school policies for the deployment of support staff in the school.
- Undertake any other duties, as directed by your line manager, which are commensurate with the grade of the post to support the operational activities of the Academy
- You may be requested to support other small groups or individuals on the guidance of the teacher when and if necessary
- Show a commitment to continuous professional development through self-evaluation and reflection
- Contribute to the wider life, ethos and aims of the Academy

### Working Relationship & Contacts

- To develop and maintain constructive working relationships with other professionals.
- To develop and positive relationship with the Academy staffing community.
- To liaise with staff, students, external agencies and suppliers where necessary.

### Structure



### Further particulars & information

**Probation:** This post is subject to a 6 month probation period.

**Contract Duration:** Permanent

**Confidentiality:** Some of the work undertaken within the Academy is of a highly confidential nature. The post-holder must at all times maintain confidentiality and work within the Academy's data protection parameters.

**Annual PDR:** All staff undergo an annual Performance Development Review as part of performance management at Churchill Academy & Sixth Form.

The above duties are not an exhaustive list and some changes to the job description and duties may occur.

For any further information please contact [HR@churchill-academy.org](mailto:HR@churchill-academy.org) or call 01934 852771 and ask for HR.

**PERSON SPECIFICATION - TEACHING ASSISTANT (LEVEL 3)**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>A qualification in Literacy and Numeracy equivalent to GCSE Grade A* to C, or Level 2 on the national vocational framework</li> <li>NVQ/VRQ Level 3 Teaching Assistant qualification</li> </ul>	<ul style="list-style-type: none"> <li>Working towards HLTA or Teaching Assistant Foundation Degree</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with students of secondary school age within other appropriate contexts</li> </ul>	<ul style="list-style-type: none"> <li>Three years or more experience working as a Learning Support Assistant at Level 2 in a secondary school</li> <li></li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Sound knowledge and understanding of: Every Child Matters; Child Protection procedures; and SEND code of practice</li> <li>Strong team-working skills</li> <li>Strong interpersonal skills and the ability to maintain good working relationships with colleagues and students</li> <li>A commitment to the safeguarding and wellbeing of all students.</li> <li>Good communication skills both orally and in writing</li> <li>Good time management skills</li> <li>Ability to promote independent learning and socialisation</li> <li>Is able to keep appropriate records in accordance with academy procedures</li> </ul>	
<b>Personal characteristics</b>	<ul style="list-style-type: none"> <li>Has a warm and caring personality with the ability to gain the trust and confidence of an individual pupil whilst maintaining a sensitive and positive attitude to all pupils in the school</li> <li>Organised and methodical</li> <li>Enthusiastic, resilient, flexible and patient</li> <li>Ability to work under pressure at times</li> <li>Ability to work independently and with initiative</li> <li>Commitment to the provision of a high quality service</li> <li>A commitment to continuous professional and personal development and improvement</li> </ul>	<ul style="list-style-type: none"> <li>Ability to attend events beyond school hours, by agreement</li> </ul>

**Churchill Academy is committed to safeguarding and promoting the welfare of children. All appointments are subject to an enhanced Disclosure & Barring Service clearance, pre-employment medical check and satisfactory references.**

