



## Teaching Assistant

### Job Description

**Post:** Teaching Assistant

**Status:** Part-time (0.8FTE) Temporary until August 2022

**Salary:** EMET Scale 3 (£13,434 - £13,976 actual salary)

**Hours:** 29.6 hours per week (term time only)

**The Role:** Support the teaching and learning of students aged 12 - 16

**Responsible to:** Deputy SENCo

#### Main Responsibilities:

- To support access to learning for students and provide general support to the teacher in the management of students and the learning environment.
- To assist with planning, delivery and evaluation of teaching and learning activities.
- To support students individually and in small groups.
- To participate in staff meetings and staff development.
- To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post.

#### Specific Duties:

##### Support for the Student

- To build and maintain positive student relationships and model good practice.
- To understand the individual needs of students and ensure appropriate access to lessons and content.
- To support the teacher in differentiating work and activities as required.
- To help reinforce learning and help promote independent learning.
- To help keep students on task and build motivation, confidence and self-esteem.
- To monitor and contribute to the assessment and recording of students' progress and to be involved in sharing information with Teachers and Engagement Leaders.
- To be involved in student intervention strategies.
- To advocate and demonstrate our Positive Discipline approach to anticipate and manage student behaviour effectively.
- To act as a reader/scribe in examinations for students with access arrangements.

##### Support for the Teacher

- To have formal and informal meetings with teachers to contribute to lesson planning
- To organise and prepare appropriate learning environments, materials and resources.
- To create display work and information for students and teachers in the school building.
- Photocopying, laminating, filing of teaching resources and general administration.
- To have knowledge of SEND strategies and effective interventions.

**Key Responsibilities of all Staff:**

- To support the Trust's ethos and vision.
- To contribute to school events as and when required.
- To be aware of the schools' duty of care in relation to staff, students, visitors and to comply with all health and safety policies at all times.
- To Provide a positive role model in terms of time keeping, dress code and work ethos of the school.
- To be aware of and comply with the Trust policies and the school's commitment to equal opportunities and British Values.



## **Teaching Assistant - Person Specification**

For the role of Teaching Assistant the successful candidate will demonstrate achievement against the following person specification:

### **Qualification criteria**

- A relevant Teaching Assistant qualification - (*desirable*), or the desire to undertake further training.
- 5 passes at GCSE (or equivalent) including English and Maths at A\*-C (*essential*)
- Evidence of Level 3 training or a suitably related degree qualification (*desirable*)

### **Knowledge and Experience**

- Experience of working with young people with additional needs
- Experience of working with young people in a paid / voluntary capacity.
- Experience of working with challenging and / or disengaged young people at secondary school age.
- Sound knowledge of child protection and safeguarding procedures
- Basic knowledge of a range of strategies to employ to meet an individual's SEN

### **Skills**

- An ability to get the best out of young people.
- The ability to build healthy relationships with young people.
- Evidence of excellent knowledge, understanding and enthusiasm for inclusion and the capacity to engage students in learning.
- Excellent communication skills.

### **Personal characteristics**

- Ability to work independently or as part of a team.
- Ability to work calmly and with patience
- Willingness to reflect on your own work and decisions and to continually want to improve your own and the team's performance.
- To demonstrate imagination, resilience, adaptability, tolerance, enthusiasm and humour

CP Riverside is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to support the school in the delivery of this.

All staff must have the right to work in the UK and will be subject to a DBS check prior to taking up appointment.