

JOB DESCRIPTION

Post	Teaching Assistant: Enrichment and inclusion officer Working hours: 10am-6pm Mon-Thurs, 9-5pm Friday
Salary Range	A3-A4 37.5 hours per week. Term time only.
Reporting to	AHT SENDCo
Accountable to	Head Teacher
Performance Review	Annual Performance Development

Role brief

This is an interesting and varied role which will support several aspects of our school and suits a teaching assistant who is looking for something different to a class-based role:

1. You'll run our after school club, which operates until 6pm Monday-Thursday and 5pm on a Friday, leading the team and acting as the initial safeguarding link.
2. Your mornings (Mon-Thurs) will focus on enrichment activities and SEMH interventions.
3. Your afternoons will be spent in our inclusion base, working with a small group of pupils with ASC, delivering sessions under the guidance of the teacher.

KEY TASKS

1. To lead after school club provision, ensuring that it is high quality and children are safe.
2. To act as the trained DSL for after school club, providing initial response.
3. To support the operation of the school's inclusion base, leading small group sessions under the guidance of the teacher.
4. To provide high quality support to all children, including identified key children with SEND, including SEMH.
5. To support whole school behaviour standards
6. To lead a range of pupil leadership groups.
7. To support the school in meeting the enrichment benchmarks.
8. To help develop free-time to ensure that it is purposeful and safe.
9. To provide 1:1 and small group mentoring and emotional support.
10. Working with colleagues, to cover lessons in the absence of the teacher
11. To provide hygiene/toileting support for children with limited mobility/continence.
12. Use strategies, in liaison with the teacher, to support pupils to achieve the EYFS or KS1/2 assessment requirements
13. Contribute to the development of learning and assessment materials
14. To implement agreed learning activities/assessments, adjusting activities according to student need

15. Monitor and celebrate children's learning, progress and achievement and record and report upon progress, including details on attendance, behaviour, development and additional needs
16. Supervise and provide particular support for pupils, including those with special needs ensuring their safety and access to learning activities
17. Promote good behaviour at all times
18. Assist with the development and implementation of Individual Education, Health and Care Plans
19. To maintain a positive attitude, seeking to bring out the best in learners and having high expectations for all
20. Establish positive relationships with parents/carers, ensuring parental involvement in learning and progress
21. To contribute to the organisation of the learning environment and creation of resources
22. Constantly strive to improve own performance and identify areas for self - improvement, attending appropriate training
23. To evaluate and track the impact of specialist provision and interventions..
24. Embed literacy and numeracy across the curriculum.
25. To support the delivery of the 'MCPA opportunities' commitment to the holistic development of children.
26. To undertake any other duties as deemed appropriate by the line manager and commensurate with the post.

STANDARD DUTIES

1. Promote and implement equality and diversity
2. Adhere to legislation and the Academy's policies and procedures
3. Have due regard to safeguarding and promoting the welfare of children and young people.
4. Participate in performance reviews and professional/personal development activities.
5. Will model the Academy's values at all times to generate a shared purpose
6. Respect confidentiality. Confidential information to be kept in confidence and not released to unauthorised persons
7. To undertake any other duties as appropriate, commensurate with the grade of the post.

CONTACTS

All employees and contractors on site
Senior Leadership Team

SPECIAL CONDITIONS

Enhanced DBS Check for a Regulated Activity.

	DATE	NAME	POST TITLE
PREPARED	October 2019	Alex Reed	Head Teacher
REVIEWED	July 2020	Alex Reed	Head Teacher

REVIEWED	October 2024	Alex Reed	Head Teacher
REVIEWED	July 2026	Alex Reed	Head Teacher

PERSON SPECIFICATION

JOB TITLE: Teaching Assistant

CRITERIA Applicants should be able to provide evidence of their ability to meet the following criteria.

Please note if you are experienced and interested in leadership please provide evidence of your skills and ability to lead in your application letter.

	Selection criteria (Essential)	Selection criteria (Desirable)	How to be Assessed
Education & Qualifications	Grade C (or above) level 2 qualification in English and maths NVQ Level 3 or equivalent in Early Years or Teaching Assistance	A first aid qualification Other relevant qualifications –professional or academic	AF, C
Experience	Experience of successfully supporting learning in a Primary setting Experience of supporting children with SEND Evidence of adding value to student outcomes and enabling progress	Experience of assessing children against assessment criteria Experience of supporting children in the EYFS	AF, T, I, C
			AF, T, I, C

Skills & Abilities	Ability to communicate effectively and develop effective relationships with children, staff and parents Ability to use Information and Communication Technology (ICT) to enhance teaching and learning and to capture learner progress Able to work independently and proactively Ability to supervise other staff Ability to show initiative in a range of situations Ability to work effectively as a team member Ability to reflect on own skills and knowledge, and to seek opportunities to develop		
Knowledge	Excellent understanding of child development and learning A knowledge of a variety of effective teaching and learning and assessment strategies Knowledge of nurturing principles and how behaviour is communication		AF, T, I, C
Work Circumstances	Enhanced DBS Check for a Regulated Activity Equivalent of 10 days continued professional development Equivalent of 10 days extra -curricular activity (2 hours per week after core learning)		I I I

AF – application form, T- test, I – interview, C – certificate

N.B. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview