Job Description for the Post of Teaching Assistant, Brantridge School

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Job Purpose:

To provide classroom support that promotes effective teaching and learning for pupils, working under the direction of the class teacher to help deliver engaging and inclusive lessons. The role involves supporting and supervising pupils throughout the school day, helping them to access learning, develop positive behaviour and build confidence in a safe and supportive environment. The postholder will work collaboratively with teachers and other staff to support pupils' academic, social and emotional development.

Key Accountabilities:

- Supporting the Teacher
- Support for Pupils
- Assessment, Monitoring and Evaluation
- Administration and Management of Resources
- Other

Key Responsibilities:

Supporting the Teacher

- Work under the direction of the class teacher to support the delivery of engaging and inclusive lessons.
- Assist with the preparation and organisation of classroom activities, learning materials and resources.
- Support the teacher in implementing behaviour management strategies in line with the school's policies and SEMH approach.
- Contribute to maintaining a safe, structured and positive learning environment.
- Work collaboratively with teachers and other staff to support pupils' learning and wellbeing.

Support for Pupils

- Provide support to individual pupils or small groups to help them access learning activities.
- Encourage pupils' engagement, independence and confidence in their learning.
- Support pupils' social, emotional and behavioural development in line with the school's expectations and support strategies.
- Help pupils develop positive relationships with peers and adults.
- Support pupils during transitions, unstructured times and wider school activities where required.

Assessment, Monitoring and Evaluation

- Observe and monitor pupil progress, behaviour and engagement in learning.
- Provide feedback to the class teacher to support planning and next steps in learning.
- Contribute to maintaining records of pupil progress and behaviour where appropriate.
- Support the implementation of individual support plans or education programmes.

Administration and Management of Resources

- Assist with preparing, organising and maintaining classroom resources and equipment.
- Support the organisation of the classroom environment to ensure it is safe and conducive to learning.
- Ensure resources are used appropriately and stored correctly after activities.
- Assist with displays and learning materials that support pupil engagement and progress.

Other

- Supervise pupils during break times, activities or educational visits as required.

- Support the school's policies on safeguarding, behaviour, equality and health and safety.
- Participate in staff meetings, training and professional development activities as required.
- Work collaboratively as part of the wider school team to support pupils and contribute positively to the school community.
- Undertake other duties appropriate to the role as directed by the Headteacher or senior staff.

Additional notes

- Job Descriptions are to be reviewed annually
- The responsibilities listed above are the essentials of the post; it is always open to the postholder to propose ways of extending these responsibilities

Person Specification for the Post of Teaching Assistant, Brantridge School

The Person Specification shows the abilities and skills you will need to carry out the duties in the Job Description. Shortlisting is carried out based on how well you meet the requirements of the Person Specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your Application Form. If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below.

Area	***Requirements***	***Essential/Desirable***
Qualifications	GCSEs (or equivalent) in English and Maths at Grade C/4 or above.	Desirable
	Relevant qualification in education, childcare or supporting teaching and learning (e.g. Level 2/3 Teaching Assistant).	Desirable
	Additional training in behaviour management or SEMH support.	Desirable
Experience	Experience of working with children or young people.	Desirable
	Experience of supporting learning activities or working with small groups of pupils.	Desirable
	Experience of working as part of a team.	Essential
	Experience of working in a school or educational setting.	Desirable
	Experience of supporting pupils with additional needs such as SEMH, Autism or ADHD.	Desirable
	Experience in a special school or alternative provision.	Desirable
Knowledge & Understanding	Understanding of how to support pupils' learning and development.	Desirable
	Basic understanding of behaviour management strategies.	Desirable
	Good communication and interpersonal skills.	Essential
	Knowledge of strategies to support pupils with SEMH needs.	Desirable
	Knowledge of safeguarding procedures within an education setting.	Desirable
	Awareness of the National Curriculum and how pupils learn	Desirable
Skills & Abilities	Ability to build positive relationships with pupils and staff.	Essential
	Ability to support pupils individually and in small groups.	Essential
	Ability to remain calm and respond appropriately in challenging situations.	Essential
	Ability to follow instructions and work collaboratively with the class teacher.	Essential
	Ability to support pupils with emotional regulation and behaviour strategies.	Desirable
	Ability to contribute to pupil support plans or learning programmes.	Desirable

Personal Attributes	Patient, caring and supportive when working with pupils.	Essential
	Flexible, reliable and able to adapt to the needs of pupils and the school.	Essential
	Positive attitude and willingness to contribute to the wider school community.	Essential
	Commitment to safeguarding and promoting the welfare of children and young people.	Essential
	Professional and able to maintain confidentiality.	Essential
	Commitment to developing knowledge and skills in SEMH education.	Desirable

Orchard Hill College & Academy Trust is proud to be a Disability Confident Employer, committed to creating an inclusive and supportive workplace for all.

Orchard Hill College & Academy Trust 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.

*This **Job Description** and **Person Specification** is current but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in job requirements which are commensurate with the job title and grade in line with the school's changing needs.*

*In line with the statutory guidance in Keeping Children Safe in Education, the Trust reserves the right to request and review references **prior to interview** as part of our safer recruitment process. Any concerns raised will be followed up with the applicant before a recruitment decision is made.*