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**Role: Foxwood Teaching Assistant 3**

**Location:** Foxwood Academy, Derby Road, Bramcote, Nottingham NG9 3GF

**Salary:** Grade 3, Scale Points 12 to 16, £26,421 to £28,282 p.a. FTE

**Actual Salary**: Grade 3 £22,625 to £24,219

**Hours:** 37 hours per week, term time only

**Start date:** September 2024

#### GENERAL INFORMATION

The following information is provided to assist staff joining the White Hills Park Trust to understand and appreciate the work, content of the post and the role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

**Purpose:**

As a member of Foxwood Academy, you will work collaboratively with colleagues in the academy, across the Trust and external partners, to ensure the effective and efficient provision of support services across the academy.

As a Grade 3 TA you will work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups including those identified as having severe learning difficulties and those with challenging behaviour, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management / preparation of resources.

**Reporting to**:

* Headteacher

**To co-operate with:**

* All colleagues in all teams
* Parents, carers, and the local community

**Disclosure:**

* Clear and current Enhanced DBS check

**Core duties and key responsibilities for Grade 3:**

* Using specialist (curricular/learning/medical/therapeutic) skills/training/experience to support pupils and train staff where necessary
* Attending to the pupils’ personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters, including the use of specialist equipment and administration of medication where necessary
* Assisting with the development and implementation of Individual Education/Behaviour Plans
* Establishing productive working relationships with pupils, acting as a role model and setting high expectations
* Promoting the inclusion and acceptance of all pupils within the classroom
* Supporting pupils consistently whilst recognising and responding to their individual needs
* Encouraging pupils to interact and work cooperatively with others and engaging all pupils in activities
* Promoting independence and employing strategies to recognise and reward achievement of self-reliance
* Providing feedback to pupils in relation to progress and achievement
* Attending to pupils’ personal needs and providing advice to assist in their social, health and hygiene development
* Supporting provision for pupils with special needs
* Working with the teacher to establish an appropriate learning environment
* Working with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
* Monitoring and evaluating pupils’ responses to learning activities through observation and planned recording
* Providing objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
* Being responsible for keeping and updating records as agreed with the teacher, contributing to the review of systems/records as requested
* Assisting in the development and implementation of appropriate behaviour management strategies
* Undertaking marking of pupils’ work and accurately recording achievement/progress
* Promoting positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
* Establishing constructive relationships with parents/carers, exchanging information, facilitating their support for their child’s attendance, access and learning and supporting home to school and community links
* Administering and assessing routine tests and invigilating exams/tests
* Facilitating smooth transition between educational phases
* Establishing constructive relationships and communicating with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils, to include Inclusion Services, Speech Therapists, Physiotherapists, Occupational Therapists, Moving and Handling Specialists
* Providing general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc
* Implementing agreed learning activities/teaching programmes, adjusting activities according to pupil responses
* Implementing local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
* Supporting the use of ICT in learning activities and develop pupils’ competence and independence in its use
* Helping pupils to access learning activities through specialist support
* Determining the need for, preparing and maintaining general and specialist equipment and resources
* Providing appropriate guidance and supervision and assisting in the training and development of staff as appropriate
* Undertaking planned supervision of pupils’ out of hours learning activities
* Providing cover for the provision of PPA time if necessary or in an emergency for teaching staff, plus short-term cover for absence for other staff
* Supervising pupils on visits, trips and out of school activities as required
* Supporting teaching assistant students in school settings
* Leading teaching assistant group meetings to highlight and respond to current staff and school issues

**General responsibilities:**

* Be aware of and comply with school policy and procedures
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the school
* Appreciate and support the role of other professionals
* Attend relevant meetings as required
* Participate in training and other learning activities and performance development as required
* To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
* Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions
* To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school’s policies and procedures
* To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
* To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school
* Administer medication and first aid when required/trained

The job description may be subject to amendment or modification, should circumstances change, but any changes will be discussed with you in the first instance.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

The job description does not form part of the contract of employment.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_