**JOB DESCRIPTION**

# Job title: Teaching Assistant

**REPORTING TO**: SLT and assigned line Manager

**SALARY:** Band 4, SCP Points 12-17 £22,183.00 - £24,491.00 per annum

**Actual Salary:** £17,030.63 - £18,802.56 pro rata

**Working Hours:** 5 days a week, between 8.30am – 4.00pm, 32.50 hours per week

**Working Pattern:** Monday – Friday, Term time only plus one week

**Contract**: Permanent – commencing ASAP

**LOCATION:** New Park Academy High School, Green Lane, Eccles, M30 0RW

**Overall Purpose of Job**:

To liaise with families re the pupils’ attendance and educational issues linked to their anxieties re Covid 19.

To support education for the most disaffected young people with SEMH who cannot access education at school.

Summary of main responsibility:

To liaise with pupils, families and carers to work with disaffected pupils and complex cases, improving attendance and delivering off-site tuition to encourage them to re-engage in education.

**The use of a personal car is a requisite of this post**

**Main duties and responsibilities:**

#### Outreach Role (**Part of Main Role**)

* To liaise with pupils, families and carers to:
* Work with disaffected pupils and complex cases, to encourage them to re-engage in education.
* Identify family’s/pupils’ anxieties linked to Covid 19 and develop a joint pan forward
* Work with families and carers to build and support the relationship between parents/carers and school.
* Deliver off-site tuition, facilitate access to vocational placements and where appropriate, offer family support and pupil nurture activity
* Holistically address pupils’ individual needs (eg: liaising with social workers, YjS, family support workers, police, community nurses and other referral services as well as staff in school)
* Provide input to Children’s Services meetings and take actions base on the outcomes of those meetings.
* Write reports for a range of audiences as required
* Monitor the progress of all pupils
* Be aware of and support diversity and ensuring all pupils have equal access to opportunities to learn and develop, particularly in relation to their (economic) wellbeing
* Use own car for pupil transport as required
* Liaise with the TA responsible for safety of in school transport for safety checks
* Ensure that all routine checks on the car are carried out safely (i.e. oil, tyre pressure etc)
* Fill in mileage claim forms on a monthly basis

#### **General Teaching Assistant Duties**

* Help prepare classroom resources and contribute to the maintenance of pupil records
* Supervise the care and support of pupils and contribute to the management of pupil behaviour
* Provide effective support for colleagues and assist in preparing and maintaining the learning environment (this includes keeping the class room tidy and displays up to date)
* Observe and report on pupil performance and contribute to the planning and evaluation of learning activities
* Participate with colleagues in the assessment of all children entering or returning to school to identify needs of support
* Draw up and implement an individual action plan for pupils needing support or contribute towards the achievement of objectives where individual action plans exist
* Build up knowledge of available support and act as a point of contact for specialist support services and community-based programmes.
* Work effectively with the local community
* Support all teaching staff in accordance with the work force remodelling guidelines
* Be responsible for keeping and updating records as agreed with the teacher, through the monitoring and evaluation of pupils
* Administer routine tests and invigilate exams, and accurately record achievement and progress

#### **3. Supporting the pupil on site**

* Contribute to the maintenance of a safe and healthy working environment
* Supervise pupils on educational trips and visits
* Establish and maintain relationships with individual pupils and groups promoting their social and emotional development
* Contribute to the health, well-being, safety and security of pupils
* Set challenging expectations and promote self-esteem and independence
* Help with the care and support of pupils including medical needs where appropriate and contribute to the management of pupil behaviour
* Help pupils access the curriculum whilst developing their numeracy and literacy skills
* Support pupils with behavioural, cognitive, emotional, learning difficulties and development needs

**4. Safeguarding Responsibilities**

**(‘Keeping Children Safe in Education 2021’)**

Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children.

Staff who are concerned about a child’s welfare or who believe that a child is or may be at risk of harm from abuse or neglect should pass any information to the Designated Safeguarding Person/Lead in school; this should always occur as soon as possible and certainly within 24 hours.

We are also committed to actively promoting the fundamental British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

All staff must seek to protect children and young people against the messages of all violent extremism including but not restricted to those linked to Islam ideology, Far Right/Neo Nazi/White Supremacist ideology etc. Concerns should be referred to the Designated Child Protection Person who has local contact details for Prevent and Channel referrals. They will also consider whether circumstances require the police to be contacted.

#### **5. Health & Safety**

* Ensure all Health and Safety aspects in the room, the general facilities, machinery etc are adhered to
* Ensure up to date risk assessments in regards to the teaching room, the use of machinery, relevant activities and in regards to individual pupils are in place
* To attend any necessary training in order to handle equipment required for the delivery of the curriculum
* Ensure your driving qualifications meet the required needs for school transport, and abide traffic/driving rules laid out both in terms of legal requirements and school guidance

#### **6. Other**

* Review and develop own professional practice, undertaking training as required
* Take an active part in the Performance Management Review Process
* Liaise effectively with other professionals and parents as necessary
* Undertake such additional duties as are reasonably commensurate with the post
* Support the development and effectiveness of work teams
* Contribute to the overall ethos of the school
* Attend and participate in relevant meetings as required
* To provide administrative support to teachers

# To undertake any other such duties that are reasonably commensurate with the level of this post. The post holder must

* Carry out their duties with full regard to the Trust’s Equal Opportunities, Health & Safety and Community Strategy Policies.
* Contribute and demonstrate a commitment to Salford’s Crime and Disorder Reduction Strategy

#### Review Arrangements

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Trust will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time.