



The White Hills Park Trust

Better Together

Job Description:	Teaching Assistant
Location:	Bramcote College
Salary:	NJE Grade 2 Pts, 2-4 £23,656 - £24,404
Actual Salary:	£20,258 - £20,898
Hours:	37 hours Term Time Only – 8.30 am to 4.30 pm

GENERAL INFORMATION

The following information is provided to assist staff joining the 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 OF THE POST

- To work under the direct instruction of teaching staff and SENCo, to support access to learning for students and provide general support to the teacher in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching area, alongside a teacher/senior member of staff.

KEY RESPONSIBILITIES

- Attending to the pupils' personal needs and implementing related personal programmes, including social, health, physical, hygiene and welfare matters, including the use of specialist equipment where necessary.
- Providing support for students with emotional, social and behavioural problems e.g. by giving time to listen to their concerns, to enable students to feel valued and respected.
- Providing practical assistance in relation to other identified physical needs e.g. transportation, dressing, meal times and organisation of learning equipment to support personal, health, social and emotional development.
- Supervising and supporting pupils ensuring their safety and access to learning.
- Working to establish a supportive relationship with the children and parents/carers and families concerned.
- Promoting the inclusion and acceptance of all pupils.
- Encouraging pupils to interact positively with others and engage in activities led by the teacher.
- Encouraging pupils to act independently as appropriate.

- Assisting with the preparation of the classroom as directed for lessons and clear afterwards and assist with the display of pupils' work as required.
- Being aware of pupil problems/progress/achievements and report to the teacher as agreed.
- Supporting the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Gathering/reporting information from/to parents/carers as directed.
- Providing support for such tasks as clerical, administrative, photocopying, display, collection and recording of money.
- Supporting pupils to understand instructions.
- Supporting pupils in respect of local and national learning strategies e.g. literacy, numeracy, as directed by the teacher.
- Supporting pupils in using basic ICT as directed.
- Preparing and maintaining equipment/resources as directed by the teacher and assisting pupils in their use.
- Assisting with the supervision of pupils out of lesson times, at break times and at lunchtimes.
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required.

GENERAL RESPONSIBILITIES

- Be aware of and comply with Trust and 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 and the Trust.
- 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.
- Be aware of confidential issues linked to home/pupil/teacher/schoolwork and to keep confidences as appropriate.

HEALTH AND SAFETY

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety, and Welfare.

CONTINUING PROFESSIONAL DEVELOPMENT

- Reflection on own practice and private study and undertake any professional development necessary as identified in SIP.
- Maintain a professional portfolio of evidence to support performance management process.
- Participation in the Trust's staff appraisal programme
- Participation in appropriate in-service education programmes

RELATIONSHIPS

To be responsible to:

- The Head Teacher, with Line Management through the SENCO.

To co-operate with:

- The Governing Body, making such reports as required
- All colleagues, both teaching and support staff
- LA, advisers and the school SIP Inspection teams
- Unions and other organisations representing teachers and other persons on the staff
- Feeder and receiving schools to ensure continuity and progression in the education of each pupil
- Persons and bodies outside the school to ensure that the school works in harmony with the community

The job description may be subject to amendment or modification, should circumstances change, and 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. To provide flexibility and to meet the priorities of the Trust during times of peak work flow you will be asked to support other members of the Trust team undertaking duties that may be below your current grading.

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



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Person Specification Level 2

Requirements		Essential	Desirable	Proposed selection method*
Experience	<ul style="list-style-type: none"> • Experience of working with young people. • Experience of working in a Secondary School. 	*	*	A A
Qualifications	<ul style="list-style-type: none"> • To be educated to at least GCSE or above in Maths and English. • NVQ Level 2 for Teaching Assistants or equivalent qualifications OR • Have 2 of the following qualifications – City and Guilds Learning support competencies NFCE Special Needs Assistant/ OU Learning for All Level 2/ OU Specialist Teacher Assistant Certificate/ Certificate for Teaching Assistants Level 3 (CTA3) 	*	*	A A
Skills and Knowledge	<ul style="list-style-type: none"> • Knowledge of how schools operate and the need for discretion and confidentiality. • An understanding of how young people learn and to improve pupil learning. • Good interpersonal skills, able to communicate orally and in writing. • The ability to motivate young people. 	*		A/I/R A/I A/I I/R R
Personal Qualities	<ul style="list-style-type: none"> • Able to work as part of a team but also be a self-starter and be able to set personal goals. • The ability to get on well with pupils, to be an advocate for young people. 	*		I/R R
Working Practices	<ul style="list-style-type: none"> • Be willing to undertake training to enhance service delivery and self-development. • Willingness to share information and expertise with other staff. • Undertake First Aid Training. 	*		A/I A/I A/I

A = Application

I = Interview

R = Reference