



# The White Hills Park Trust

*Better Together*

<b>Job Description:</b>	Teaching Assistant
<b>Location:</b>	Bramcote College
<b>Salary:</b>	NJE Grade 3 Pts 5-7 £24,790 - £25,584
<b>Actual Salary:</b>	£21,229 - £21,909
<b>Hours:</b>	37 hours per week, TTO- 8.30am – 3.30pm Term Time Only

## **Purpose:**

- To work under the direct instruction of teaching/senior staff, 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.

## **Disclosure:**

- DBS Enhanced.

## **Duties & Responsibilities:**

- The Teaching Assistant will be a member of a multi-disciplinary team, under the direct leadership and supervision of the SENCo. In co-operation with the Teacher, the post holder will support access to learning for students. This may be carried out in or outside of the classroom.

## **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.
- To undertake first aid training.
- Continuing professional development related to SEND.
- Participate in training and other learning activities and performance development as required.

## **Support the student by:**

- Attending to the students' 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 students ensuring their safety and access to learning.
- Working to establish a supportive relationship with the children and parents/carers and families concerned.
- Supporting students to understand instructions.
- Support students in small groups where necessary as directed by the Deputy SENCo or SENCo.
- Promoting the inclusion and acceptance of all pupils.
- Encouraging students to interact positively with others and engage in activities led by the teacher.
- Encouraging students to act independently as appropriate.
- Being aware of student problems/progress/achievements and report to the teacher as agreed.
- Supporting students in respect of local and national learning strategies e.g. literacy, numeracy, as directed by the teacher.
- Supporting students in using ICT.

**Support the Teacher by:**

- Supporting the teacher in managing student behaviour, reporting difficulties as appropriate.
- Preparing and maintaining equipment/resources as directed by the teacher and assisting students in their use.
- Assisting with the supervision of students out of lesson times, at break times and at lunchtimes.
- Accompanying teaching staff and students on visits, trips and out of school activities as required.

**Support the school by:**

- Gathering/reporting information from/to parents/carers as directed.
- Being aware of and comply with school policy and procedures.
- Being aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the school.
- Appreciating and support the role of other professionals.
- Attending relevant meetings as required.
- Participating in training and other learning activities and performance development as required.
- Being aware of confidential issues linked to home/student/teacher/schoolwork 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.

Date Job Description Revised: Nov 2023

By Whom: Chief Executive Officer



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## Person Specification Level 3

Requirements		Essential	Desirable	Proposed selection method*
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with young people</li> </ul>	*		A
	<ul style="list-style-type: none"> <li>• Experience of working in a Secondary School</li> </ul>		*	A
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• To be educated to at least GCSE or equivalent</li> </ul>	*		A
	<ul style="list-style-type: none"> <li>• To have a specific professional qualification relevant to some aspect of the role</li> </ul>	*	*	A
	<ul style="list-style-type: none"> <li>• To have an additional professional</li> </ul>			A
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of how schools operate and the need for discretion and confidentiality</li> </ul>		*	I/R
	<ul style="list-style-type: none"> <li>• An understanding of how young people learn and to improve pupil learning</li> </ul>		*	I
	<ul style="list-style-type: none"> <li>• Good interpersonal skills, able to communicate orally and in writing</li> </ul>	*		A/I
	<ul style="list-style-type: none"> <li>• Good interpersonal skills, able to communicate orally and in writing</li> </ul>	*		I/R
	<ul style="list-style-type: none"> <li>• The ability to motivate young people</li> </ul>	*		R
	<ul style="list-style-type: none"> <li>• Good organisational skills and some evidence of leadership within specific areas of need</li> </ul>	*		A/I
	<ul style="list-style-type: none"> <li>• An awareness of key barriers to learning for pupils with SEND</li> </ul>	*		A/I
	<ul style="list-style-type: none"> <li>• The ability to develop individual</li> </ul>			

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Able to work as part of a team but also be a self-starter and be able to set personal goals</li> <li>• The ability to get on well with pupils, to be an advocate for young people</li> <li>• Have high expectations of yourself and the young people you're supporting</li> </ul>	*  *  *		I/R  R  A/I
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• The candidate will need to evidence a commitment to safeguarding and protecting the welfare of children/young persons</li> <li>• Awareness, understanding and commitment to the pursuit of equal opportunity, in terms of service delivery and employment practice</li> </ul>	*  *  *		A/I/R  A/I  A/I
<b>Working Practices</b>	<ul style="list-style-type: none"> <li>• Be willing to undertake training to enhance service delivery and self-development</li> <li>• Willingness to share information and expertise with other staff</li> <li>• Undertake First Aid Training</li> </ul>	*  *  *		A/I  A/I  A/I

A = Application

I = Interview

R = Reference