



Teaching Assistant (Level 3)

Salary / grade range	C1 Scale Points 12:17 £24,496 - £26,845 (FTE) - £20,858 - £22,858 (actual salary) Term time only plus 5 days
Location	Co-op Academy Leeds
Reports to	SENDCo

Purpose of role:

To work under the guidance of the SENDCo and the Send Support Coordinator to implement agreed work programmes including those requiring detailed and specialist Knowledge of SEND curriculum and provision.

Assisting the Class Teacher in the whole cycle of planning, resourcing, delivery and assessment of the curriculum delivery.

Staff may also supervise whole classes occasionally during the short term absence of teachers, limited to a maximum of 3 consecutive days for any one absence and in the event that there is adequate provision at the appropriate level to ensure statutory requirements relating to staffing ratios are maintained.

Key accountabilities (and specific duties / responsibilities):

- To ensure that the school provides specialist care and education of the highest quality for children and families.
- To use specialist knowledge and experience of care and the curriculum to support pupils learning.
- To establish Individual Educational Programme (IEP) for children with special educational needs (SEN) and ensure the implementation of these.
- To undertake assessment of pupils ensuring Judgements are recorded accurately and promptly providing feedback to the SENDCo / Class Teacher and other stakeholders in relation to progress, achievement and progression.
- Monitor and evaluate pupil responses to learning activities providing feedback to the SENDCo / Class Teacher and adjusting work plans as appropriate.
- Implement agreed learning activities, programmes, adjusting activities according to pupils response / needs
- To promote appropriate independence of pupils within the context of the setting.
- To work with the Teacher to develop and maintain an appropriate learning environment that enables pupils to engage with all aspects of school provision, including where appropriate the outdoor classroom environment.
- To ensure client confidentiality is maintained
- To assist the Class Teacher in the preparation of reports.



- To be aware of and comply with policies and procedures relating to health, safety and security, confidentiality and data protection reporting concerns to the appropriate person.
- To promote inclusion and acceptance of all pupils.
- To follow and comply with statutory Child Protection guidelines and the schools Child Protection policy.
- To manage student placements, providing concise and accurate reports relating to student development for college tutors and managers.
- To establish constructive relationships and provide professional advice to other agencies/ professionals in liaison with the SENDCo / Class Teacher to support achievement, progress and wellbeing of pupils.
- To organise and participate in interesting and appropriate educational visits for children and families observing health and safety policies and making risk assessments.
- To comply with the requirements of all policies, procedures and staff instructions
- To actively promote and support policies on Equal Opportunities and to ensure the school functions in an anti-oppressive and non-discriminatory manner.
- To take responsibility for the securing of the building and resources if required
- To assist in providing professional support on issues relating to child protection to parents and outside agencies.
- To take responsibility for a group of children during any building evacuation
- To attend and participate in regular meetings, training and other learning activities as required. To undertake other duties commensurate to the post and grade as required by the Department.
- To undertake the accountabilities of the post in accordance with Trust policies including the Equal Opportunities and Health and Safety policies.

Other

- Co-op Academy Leeds expects all employees to uphold the duty to safeguard and promote the welfare of learners.

Notes

- This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out.
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time, after consultation with the post holder.

Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)



<p>Qualifications</p> <ul style="list-style-type: none"> English and Maths GCSE at Grade C / 4 or above Additional professional qualifications 	Desirable	
<p>Experience</p> <ul style="list-style-type: none"> Experience of working with young people with English as an additional language Experience of working with young people with special educational needs Experience of teaching small groups of students Working knowledge and experience of implementing learning programmes, strategies and interventions Knowledge and understanding of different types of SEND and the SEND code of practice Understanding of the importance of safeguarding and child protection and its importance to this role Experience of working with young people with significant SEMH needs Experience of working with young people who are CLA (Child Looked After) 		<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<p>Experience and Knowledge</p> <ul style="list-style-type: none"> Ability to interact positively and productively with students and staff Prioritise and plan to ensure completion of tasks To be able to demonstrate proficient ICT skills To be able to use initiative and have problem solving skills To be able to monitor and evaluate procedures effectively Ability to communicate effectively with students, parents and other colleagues Ability to work under pressure Ability to organise and develop effective systems Work to high levels of accuracy 		<p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p>
<p>Personal Qualities</p> <ul style="list-style-type: none"> Evidence of ability to work as part of a team and 		A / I



<p>an understanding of personal accountability</p> <ul style="list-style-type: none">• An ability to instil confidence in others• An ability to adapt information for communication to a range of audiences• Excellent organisational skills and an ability to cope well with professional pressure• Flexibility and adaptability to changing demands• A commitment to restorative practice• Co-op Academy Leeds expects all employees to uphold the duty to safeguard and promote the welfare of learners		<p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p>
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Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.