SPENCER
ACADEMIES TRUST

Job Description

Establishment: Spencer Academies Trust
School: Clover Leys Spencer Academy
Post Title: Level 3 and SEN Teaching Assistant
Grade/Pay Range: NJC 8-11
Hours/weeks: 37 hours term time only
Reporting to: Principal and SENCo
Department/Team: Educational Support

Overall Purpose of Post:
To work with individual pupils with EHCP requirements. To work with the class teacher to support teaching and learning as a whole and by working with small groups of pupils under the direction of teacher and, for short periods of time, to be responsible for the whole class in the absence of the teacher.

Role:

- Assist in teaching an agreed timetable as set out by the class teacher.
- To support and work with pupils with EHCP requirements.
- To support and work with individual EHCP requirements.
- Work closely with the class teacher on a day to day basis.
- To supervise lunch-time playtime.
- To be part of a morning and afternoon bus rota.
- Work collaboratively with other colleagues.
- Activity support the smooth running of the EYFS class on a day to day basis.
- To assist with the development, planning, delivery and review of learning activities for individuals and groups of pupils in accordance with best practice and national guidelines.
- To take responsibility for the planning and delivery of specified packages of work such as lesson planning, assessment or reporting.
- To carry out specified duties with individuals, groups or classes under the direction of a qualified teacher.
- Work and support pupils with English as an Additional Language [Russian / Portuguese].

Main Duties and Responsibilities

Working as part of the EYFS team you will be required to carry out the following duties. The nature of the year requires some of these tasks to be done regularly whilst others will be on an annual cycle. The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate.

- Support the teacher with activities enabling the children to access all areas of the curriculum.
- Support, encourage and supervise children to encourage pupils to become more independent learners and help to raise the standard of achievement and attainment for all pupils

- Contribute to the implementation of an effective behaviour management strategy, applying it fairly and consistently within clear boundaries and reinforcing positive aspects of behaviour
- Contribute to the planning and evaluation of teaching and learning activities by being clear of own role in delivery, sharing realistic ideas, offering constructive suggestions and giving feedback where appropriate
- Support inclusion of all pupils.
- Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities, being aware of stages of development, individual needs and giving positive encouragement and feedback to ensure pupils are reaching their full potential. The learning activities may be for individual pupils, groups of pupils, or the whole class, e.g. when providing cover supervision or working with pupils outside of the classroom.
- Contribute to the safeguarding of all pupils by having an awareness of signs of abuse, an understanding of relevant procedure and protocol and ensuring any concerns are addressed in a calm and sensitive manner
- Provide outdoor learning experiences.
- Establish and maintain positive relationships with pupils by communicating effectively, allowing them to feel valued and listened to, encouraging questions and ideas
- Support children and young people through transitions that occur in their lives, enabling them to manage them in a positive manner.
- Assist in arranging an attractive, stimulating and organised learning environment for the children.
- Provide a keyworker role which entails providing personal care, making observations, completing individual children's 'Learning Journeys'.
- Provide short term cover supervision of classes.
- Actively promote good home/school relationships.
- Assist in the implementation of provision maps (where applicable) and monitor their progress.
- Share information about pupils with other staff, parents/carers, internal and external agencies, as appropriate.
- Prepare and present displays of pupils' work.
- Attend, and contribute to planning meetings and staff meetings where appropriate.
- Give care and support for pupils by providing a safe and secure environment, responding to accidents, emergencies and following procedures where appropriate. Respond to minor health problems, seeking the support of the school first aider where necessary.
- To supervise children when entering school and during break times, alongside the class teachers.
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
- Supervise children during school visits and residential trips.
- Supervise children at breaks following the behaviour policy.
- Supervise children on transport to and from school.

General

- Promote the academy values and attitudes.
- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.

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- Attend training where necessary and cascade information to other members of staff.
- Be aware of and comply with all Academy policies including in particular Health and Safety and Safeguarding.
- Participate in the Academy Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Participate as widely as possible in the extra-curricular life of the school.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Principal/Trust.
This job description is to be reviewed annually and may be amended following consultation between the Principal and the Post Holder.

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name of Post holder:
Signature:
Date:

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Person Specification

	Essential	Desirable
Qualifications and experience		
• Level 3 NVQ or equivalent	✓	
• Literacy and Numeracy or GCSE Grade C equivalent	✓	
• Evidence of additional qualifications suitable to TA role	✓	
• Experience of working and supporting children in a primary school setting	✓	
• Experience of working in EYFS, KS1 or KS2	✓	
• Experience of carrying out intervention programmes	✓	
• Experience or qualification of working with SEND pupils	✓	
Knowledge, skills & understanding		
• Knowledge of the role of a Teaching Assistant	✓	
• To have an understanding of the writing and implementation of Provision Maps		✓
• Highly motivated and the ability to motivate children	✓	
• Assist children on an individual basis, in small group and whole class work	✓	
• Good organisational skills and the ability to work independently, using own initiative, solving problems and finding solutions	✓	
• Explain tasks simply and clearly and foster independence	✓	
• Good ICT skills	✓	
• Supervise children and adhere to defined behaviour management policies	✓	✓
• Display work effectively		
• Ability to run an extra-curricular activity		✓
• To understand the needs of children with an EHCP	✓	
Personal qualities		
• Able to form positive relationships with all children and motivate them to succeed, contributing to a warm, friendly environment	✓	
• Able to work with others in a team to support work with children with special educational needs	✓	
• Work at all times within the framework of agreed school policies	✓	
• Have a flexible approach to work and to enjoy being a member of a team	✓	
• Able to manage own work load effectively and responds swiftly to tight deadlines	✓	
• Good interpersonal skills, with the ability to enthuse and motivate others	✓	
• To show a caring attitude towards pupils, staff and parents/carers	✓	
• Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit	✓	
• Openness and willingness to address and discuss relevant issues	✓	
• To practice equal opportunities in all aspects of the role and around the work place in line with policy	✓	
• To maintain a personal commitment to professional development	✓	
• To contribute to the wider life of the academy	✓	
• Commitment to the highest standards of child protection and safeguarding	✓	
• Recognition of the importance of personal responsibility for health and safety	✓	
• Commitment to the Trust's ethos, aims and whole community	✓	
• Willing to participate in out of school activities.	✓	