

Role Description

Teaching Assistant

NJC Pay Range	Band D
Responsible To:	SENDCo

Main Purpose of the Post

- To deliver work programmes to individuals/groups of students under the direction and supervision of the class teacher enabling them to achieve their full potential.
- To support students in groups and on a one-to-one basis, including those with SEND/SEMH and EHCP needs to ensure they can effectively access the curriculum.
- To support the Academy in ensuring high standards of student behaviour in the classroom and around the academy, dealing promptly with conflict and incidents in line with school policy and encouraging students to take responsibility for their own behaviour
- To support the classroom teacher with basic administrative tasks.

Key Areas of Responsibility

Student Support

- Establish good relationships with students, acting as a role model and responding appropriately to individual needs.
- To assist with the development and implementation of Individual Education Plans (IEPs).
- To use specialist (curricular/learning) skills, training and experience to support students.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- To support students consistently whilst recognising and responding to their individual needs, ensuring their safety and access to learning.
- To participate in the delivery of specific interventions to small groups of targeted students.
- To be aware of student problems/progress/achievements providing feedback to students and reporting to the class teacher as appropriate.
- To encourage students to interact and work cooperatively with others.
- To promote positive values and attitudes including independence, resilience and self-reliance.
- To attend to the student's personal needs and implement related personal programmes including social, health, physical, hygiene, first aid and welfare matters.
- To support the movement and handling of students with disabilities around the Academy site.

Class Teacher Support

- To work with the class teacher to establish an appropriate learning environment, prepare the classroom as directed for lessons, and clear afterwards, and assist with the display of students' work.
- To determine the need for, prepare and maintain general/specialist equipment and resources as directed by the teacher and to assist students in their use.
- To support the delivery of activities and programmes, monitoring and evaluating students' responses to learning activities through observation and planned recording of achievements against pre-determined learning activities.
- To undertake student record keeping as requested, contributing to reviews, and accurately recording progress and achievement.
- To liaise sensitively with parents/carers as directed.
- To accompany staff and students on visits and trips out of the Academy as required.

Other Considerations Relevant to the Role

- To work from an identified MLT Office location.
- To attend relevant meetings as required.
- To participate in training, learning activities and performance development as required.
- To assist with exam invigilation and student assessment where required.
- To work with flexibility, there may be occasions when the postholder is required to travel to and from Academies and other locations in the course of undertaking work duties for which the postholder is responsible for ensuring they have appropriate business insurance.

The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility. This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Principal.

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Supplementary Information

NJC Pay Range

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Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents/carers, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

Securing Policies and Compliance

- To apply Academy and Trust wide policy and procedures.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated workplace policies.
- To ensure compliance through quality assurance and evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

Engagement with Stakeholders

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To provide reports and updates to Leaders in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective and appropriate.
- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

Other considerations

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
- To undertake any other duties and reasonable requests that are in keeping within the requirements of this post.

This supplementary information forms part of the role description and should be used alongside the role specific information.

Maltby Learning Trust is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff.