

Job Description

POST:	Teaching Assistant
RESPONSIBLE TO:	Principal, under the day-to-day supervision of the SEND Manager
SALARY:	OCL Scale 3 SCP 4-8 (plus Local Government Pension Scheme)
LOCATION:	Oasis Academy Mayfield
WORKING PATTERN:	8-3pm Mon, Tues, Thurs & Fri 8 to 4pm Weds. Term time only.
DISCLOSURE LEVEL:	Enhanced – Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

JOB PURPOSE:

Under the direction of the teacher, to support effective teaching and learning by working with individuals or small groups of students.

SPECIFIC RESPONSIBILITIES:

- A. Deliver classroom support for students planned with and supervised by teachers to promote independent learning.
- B. Work with teachers and teams to differentiate teaching resources, materials and delivery.
- C. Participate in planning, evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
- D. Support the teaching, monitoring, assessing and recording of pupil progress/activities.
- E. Assist in the creation, development and review of individual learning plans (such as Education and Health Care Plans (EHCP) and pupil passports.
- F. Liaise closely with the attendance team, students and parents supporting SEN students to achieve acceptable attendance levels.
- G. Provide a written daily record for EHCP students on the OneNote platform.
- H. Support students in social and emotional wellbeing, reporting problems to the teacher as appropriate.
- I. Liaise with appropriate external agencies and parents and carers as required.
- J. Engage whole-heartedly with students at break and lunchtimes in the smaller setting within the LAC (Learning Access Center).
- K. Invigilate exams and assessments.
- L. Assist in escorting and supervising students on educational visits and out of school activities.
- M. Select, prepare and clear away the LAC room materials and learning areas ensuring they are available for use, including developing and presenting displays.
- N. Support students in developing and implementing their own personal and social development.
- O. Assist students with eating dressing and hygiene as required, whilst encouraging independence.
- P. Participate in staff, team and planning meetings.
- Q. Supervise students between lessons and when entering and leaving the Academy site.
- R. Under direction of your Mentor, monitor and manage stock and supplies for the LAC room and other duties.
- S. If requested and subject to receiving appropriate training to contribute to the Academy's First Aid provision.

ORGANISATIONAL RESPONSIBILITIES

Safeguarding children and young people

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

- **To work to the best of ability, to be diligent, honest and ethical in the performance of duties and to conduct personal and professional life in a way which seeks to uphold the Oasis Ethos and the Oasis 9 Habits**
- To effectively contribute to our organisational commitment to excellent education at the heart of our communities.
- To be aware of and understand our Equality and Diversity Policy and ensure at all times that the duties of the post are carried out in accordance with the Policy.
- To ensure compliance with all Health and Safety legislation and associated codes of practice and policies.
- Review and develop own professional practice, maintain effectiveness as a member of the academy staff by taking responsibility for own continuing professional development.
- Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Maths and English GCSE grade A* - C or Numeracy and Literacy Level 2 on the NQF or equivalent. 	<ul style="list-style-type: none"> • First Aid Certificate • NVQ/VRQ Level 2 Teaching Assistant Qualification or equivalent
Experience, Skills & Knowledge	<ul style="list-style-type: none"> • The ability to converse at ease with parents/students and members of the public, and provide advice in accurate spoken English' • Demonstrate sound knowledge and understanding of: <ul style="list-style-type: none"> ○ Every Child Matters, especially the common core knowledge and skills for working with children and young people ○ Effective child protection and safeguarding practice and procedures, ○ SEND Code of Practice. • Good IT skills 	<ul style="list-style-type: none"> • Experience working as a Teaching Assistant at NVQ Level 2 in a school
Personal Qualities	<ul style="list-style-type: none"> • Good organizational skills • Ability to encourage and motivate learning with high expectations of behaviour • Good interpersonal skills and the ability to work effectively with a wide range of people across the organisation and external agencies and stakeholders • High level of discretion and confidentiality • Reliability, motivation, adaptability and resilience under pressure • Commitment to safeguarding and promoting the welfare of children and young people • Willingness to undergo appropriate checks, including enhanced DBS checks • Motivation to work with children and 	

	<p>young people and their families</p> <ul style="list-style-type: none">• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.• Willingness to undertake appropriate First Aid training to contribute to the Academy's First Aid provision.	
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