



## Job Description

<b>POST:</b>	<b>Teaching Assistant (NVQ Level 3 Essential)</b>
<b>RESPONSIBLE TO:</b>	<b>The Principal, under the day-to-day management and leadership of the Associate Assistant Principal</b>
<b>SALARY:</b>	<b>OCL Scale 4 SCP 7-11 £24294 - £25979 (Actual £20896.58 - £22345.93) (plus Local Government Pension Scheme)</b>
<b>LOCATION:</b>	<b>Oasis Academy, Sholing</b>
<b>WORKING PATTERN:</b>	<b>Full time – 37 hours per week (Term time only)</b>
<b>DISCLOSURE LEVEL:</b>	<b>Enhanced Criminal Records Disclosure with Barred List Check</b>

### **JOB PURPOSE:**

Under the direction of the teacher, to support effective teaching and learning by working with individuals or small groups of students with SEND needs or for whom English is not their first language.

### **SPECIFIC RESPONSIBILITIES:**

- A. Implement learning activities/teaching programmes as directed by the teacher, adjusting activities and differentiating approach and resources according to student needs
- B. Participate in planning, evaluation of learning activities with the teacher, providing feedback to the teacher on student progress and behavior
- C. Support the teaching in monitoring, assessing and recording student progress/activities
- D. Assist in the creation, development and review of individual student development plans (such as Education and Health Care Plans (EHP))
- E. Provide feedback to students in relation to attainment and progress under the guidance of the teacher
- F. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- G. Support students in social and emotional wellbeing, reporting problems to the teacher as appropriate
- H. Liaise with appropriate external agencies and parents and carers as required by the class teacher or Academy Leadership team.
- I. Understand and support independent learning and inclusion of all students
- J. Liaise with and support educational and therapeutic professionals in their delivery of specialist support programmes
- K. Carryout specified medical care procedures following direct specific training by a qualified practitioner

- L. Invigilate exams and assessments
- M. Assist in escorting and supervising students on educational visits and out of school activities
- N. Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays
- O. Support students in developing and implementing their own personal and social development
- P. Assist students with eating dressing and hygiene as required, whilst encouraging independence
- Q. Participate in staff, team and planning meetings.
- R. Supervise students between lessons and when entering and leaving the Academy site
- S. Monitor and manage stock and supplies for the classroom
- T. 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.

### OTHER:

**The above responsibilities are subject to the general duties and responsibilities contained in your Contract of Employment.**

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**

### Signed:

<b>Employee:</b>		<b>Line Manager:</b>	
<b>Print Name</b>		<b>Print Name</b>	

<b>Date</b>		<b>Date</b>	
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# Person Specification

## Teaching Assistant (NVQ Level 3 – Essential)

### Our Purpose

The vision of Oasis Community Learning (OCL) is to create ‘Exceptional Education at the Heart of the Community.’

All our Academies are committed to achieving this vision through developing character, competence and sense of community with every child, providing a rich educational experience that is underpinned by our philosophy of education; inspirational leadership, deep learning and healthy communities.

### Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. We are committed to a model of inclusion, hope, perseverance, healthy relationships and compassion throughout all the aspects of the life and culture of each Academy community.

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Maths and English GCSE grade A* - C / 9-4 or Numeracy and Literacy Level 2 on the NQF or equivalent.</li> <li>• NVQ/VRQ Level 3 Teaching Assistant Qualification or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid Certificate</li> </ul>
<b>Experience, Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• The ability to converse at ease with parents/students and members of the public, and provide advice in accurate spoken English’</li> <li>• Considerable experience working as a Teaching Assistant at NVQ Level 2 or above</li> <li>• Demonstrate sound knowledge and understanding of:               <ul style="list-style-type: none"> <li>○ Every Child Matters, especially the common core knowledge and skills for working with children and young people</li> <li>○ Effective child protection and safeguarding practice and procedures,</li> <li>○ SEND Code of Practice.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Extensive experience as a Teaching Assistant or in a Pastoral Support role in a school with a specialism in specific developmental or behavioural initiatives</li> </ul>

	<ul style="list-style-type: none"> <li>• Good IT skills</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Good organizational skills</li> <li>• Ability to encourage and motivate learning with high expectations of behaviour</li> <li>• Good interpersonal skills and the ability to work effectively with a wide range of people across the organisation and external agencies and stakeholders</li> <li>• High level of discretion and confidentiality</li> <li>• Reliability, motivation, adaptability and resilience under pressure</li> <li>• Commitment to safeguarding and promoting the welfare of children and young people</li> <li>• Willingness to undergo appropriate checks, including enhanced DBS checks</li> <li>• Motivation to work with children and young people and their families</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline</li> <li>• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.</li> <li>• Willingness to undertake appropriate First Aid training to contribute to the Academy's First Aid provision.</li> </ul>	