

Support Staff Job Outline and Person Specification

Position Title	Teaching Assistant (Level 2)
Location	Okehampton College
Reporting to	SENDCo
Job Term	Permanent / Part time
Hours	1140 hours per annum (30 hours per week, 38 weeks per year)
Work Pattern	8.30am – 3.30pm Monday to Friday
Grade	C, £12,696 actual full-time salary
Organisation	Dartmoor Multi Academy Trust
Effective date of JD	As soon as possible

There are 17 schools within Dartmoor Multi Academy Trust, 3 secondary and 14 primary schools.

On appointment, your main place of work will be at Okehampton College but you may be required to work at any other premises occupied by the Employer or any of the Employer's Academies within Devon as directed by the Employer.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

Job Purpose:

You will be working under the direction/instruction of the assigned teacher and/or SENDCO. The assigned teacher will take overall responsibility for the progress of pupils within that class. The SENDCO may require you to carry out 'specified work' under their direction, which may take place in the classroom or may regularly take place outside of the main teaching area with small groups and/or 1:1 intervention.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Main duties and responsibilities:

To work under instruction/guidance to enable access to learning by:

- Attending to the welfare and care of pupils including those with special educational needs.
- Delivering pre-determined learning/care/support programmes.
- Implementing literacy/numeracy programmes.
- Assisting with the planning cycle.
- Undertaking general clerical/administrative support for the teacher/department.

Duties

Support the teacher by:

- Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans.
- Assisting with the display of pupils' work.
- Using strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assisting with the planning of learning activities on a regular basis.
- Monitoring pupils' responses to learning activities and accurately recording achievement/progress as directed.
- Providing detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour.
- Establishing constructive relationships with parents/carers and, where appropriate, participating in feedback sessions with parents alongside the teacher.
- Administering routine tests, invigilating exams and undertaking routine marking of pupils' work.
- Providing clerical/administrative support e.g. photocopying, typing, filing.

Supporting pupils by:

- Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning/activities during lessons.
- Supporting students with medical conditions/needs to include attending to the pupil's personal needs, and implementing related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Assisting with the development and implementation of Individual Education/ Behaviour Plans and Personal Care Programmes.
- Establishing constructive relationships with pupils and interacting with them according to individual needs.
- Promoting the inclusion and acceptance of all pupils.
- Encouraging pupils to interact with others and to engage in activities led by the teacher.
- Setting challenging and demanding expectations and promoting self-esteem and independence.
- Providing feedback to pupils in relation to progress and achievement under the guidance of the teacher.

Support the curriculum by:

- Undertaking structured and agreed learning activities/teaching programmes and adjusting activities according to pupil responses.

- Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, KS4 and/or KS5, recording achievement and progress and feeding back to the teacher.
- Supporting the use of ICT in learning activities and developing pupils' competence and independence in its use.
- Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use.

Support the school by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the school.
- Appreciating and supporting the role of other professionals.
- Attending relevant meetings as required.
- Participating in training and other learning activities and performance development as required.
- Assisting with the supervision of pupils out of lesson times within contracted hours, as required
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher.

Data Protection / General Data Protection Regulations Compliance

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to:

- Acceptable Use Policy
- Records Retention Policy
- Personal Data Breach Procedure
- Employee Code of Conduct
- E-safety Policy
- Social Media Policy
- Use of Personal Devices Policy

You should note that a duty of confidentiality applies to all personal data they see prior to their first day of employment (for example, pupil lists for the purposes of lesson planning or other activities to support teaching and learning). This reflects the custom and practice of teachers' contracts of employment starting on the first day of term while recognising the need to be aware of and plan to support pupil needs.

All schools in Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.

The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure Barring Service (DBS).

Person specification:

Attribute	Essential	Desirable	Method of Assessment
Management	<ul style="list-style-type: none"> ◦ There are no management responsibilities with this post. 		
Experience	<ul style="list-style-type: none"> ◦ Working with or caring for children of relevant age. ◦ An understanding of child development and learning 	<ul style="list-style-type: none"> ◦ Completion of relevant Teaching Assistant course(s). 	
Practical Skills	<ul style="list-style-type: none"> ◦ Ability to effectively use ICT to support learning. ◦ Effective communication skills both oral and written. ◦ Ability to fulfil all spoken aspects of the role with confidence and fluency in English 		
Personal Qualities	<ul style="list-style-type: none"> ◦ Ability to self-evaluate learning needs and actively seek learning opportunities. ◦ Ability to relate well to children and adults. ◦ Ability to work constructively as part of a team, to understand classroom roles and responsibilities and own position within the team. 		
Technology / IT Skills	<ul style="list-style-type: none"> ◦ Ability to effectively use ICT to support learning. ◦ Ability to use other technology to support learning – e.g. photocopier etc. 		
Education and Training	<ul style="list-style-type: none"> ◦ Good numeracy / literacy skills. ◦ Requirement to participate in training / development as / when identified by line manager as essential for performance of the post. ◦ Willingness to participate in other development and training opportunities. ◦ NVQ 2 for Teaching Assistants or equivalent qualifications / experience. 	<ul style="list-style-type: none"> ◦ Understanding of relevant policies/codes of practice and awareness of relevant legislation. ◦ General understanding of national curriculum and other basic 	

	<ul style="list-style-type: none"> ◦ Training in the relevant strategies e.g. numeracy, literacy etc. ◦ 5 GCSEs grades A – C (4-9) including English, Maths, Science or equivalent qualification. 	learning programmes.	
Physical	<ul style="list-style-type: none"> ◦ Able to carry out the duties of the post with reasonable adjustments where necessary. 		<ul style="list-style-type: none"> ◦ Occupation Health Pre-Placement Health Check.
Equal Opportunities	<ul style="list-style-type: none"> ◦ Dartmoor Multi Academy Trust is an equal opportunities employer. 		