THE PRIORY
LEARNING TRUST

JOB DESCRIPTION

Title: Teaching Assistant

Grade: TPLTSS 5

Main purpose of the role

To support, plan, prepare and contribute to the inclusion of identified pupils with additional educational needs (A.E.N.) in collaboration with the designated team.

Safeguarding Responsibilities

This role involves working with children on a daily basis and is therefore in regulated activity.

Main Duties and Responsibilities

Support learning, (using specific area/s of expertise), for a variety of individuals or groups of pupils as directed by the relevant team leader/subject teacher or SENCo. Activity takes place within or outside of the classroom.

Prepare in collaboration with the designated team, differentiated materials appropriate to the Scheme of Learning. Support the delivery of these, both inside and outside of the classroom.

Provides systematic assessment feedback to teachers and Team Leaders. Keeps records. Assists and contributes to the writing of GEPs, IEPs and PSPs.

Manage and contribute to student support and study groups timetabled outside of lesson time. Devise and deliver one P6 activity per week.

Involvement in liaison with appropriate external agencies and parents and carers as required.

Deliver elements of lessons planned by or with a teacher to a class or group appertaining to TA specialism.

Carry out such other duties as are required and as are commensurate with the grade of the post.

Support for the school:

Develop and maintain working relationships with other professionals
Work effectively with teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school. Provide effective support for all other members of the school staff by sharing own knowledge and expertise in a professional and constructive manner.

Take an active role in supporting and developing a culture of team working for the benefit of pupils, both individually and collectively.

Participate in staff, team and planning meetings.

Contributing to the Management of pupil behaviour and security
Contribute to the development and maintenance of school policies which encourage positive pupil behaviour and implement agreed behaviour management procedures in the classroom. Have an awareness of child protection issues and policies.

Be aware of and understand the School's Equality and Diversity Policy and ensure at all times that the duties of the post are carried out in accordance with the Policy.

Ensure compliance with all Health and Safety legislation and associated codes of practice and school policies.

Review and Develop own professional practice
Develop and maintain effectiveness as a member of the school 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.

General

This job only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. This job description may be amended at any time following discussion between the line manager and member of staff and may be reviewed annually.

Work Demands

Able to work to strict deadlines but also be flexible to deal with changing priorities and unforeseen circumstances which could be lengthy to resolve.

Periods of concentration will be involved to ensure compliance documents and policies are accurate and produced to a high standard.

Ensure that strict confidentiality is maintained at all times.

Physical Demands

Normal physical effort required.

Working Conditions

Role is office based but will include visiting schools within the Trust for meetings and to support schools with financial activities.

May involve dealing with challenging situations which can require conflict resolution and dealing with emotive situations.

General Expectations

Develop and maintain working relationships with other professionals.

Contribute to the management of student behaviour and security.

Review and develop own professional practice.

Expectations of Jobholder

Be aware of and comply with Trust policies as well as individual academy policies and procedures.

Be committed to safeguarding and promoting the welfare of children and young people.

Ensure that the equal opportunities policy is adhered to and promoted in all aspects of the post holder's work.

Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.

Demonstrate professionalism towards sensitive and confidential information.

Comply with and promote Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.

Commit to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.

Undertake such other duties as are commensurate with the grade of the post.

Support the Trust's sustainability ambitions to reduce our carbon footprint and to act as responsible global citizens by reducing energy consumption and waste production at our schools.

Supervision and Work planning

Works within a framework as directed by senior colleagues. Takes some responsibility for planning and delivering within this framework. Ongoing dialogue with team leader and teachers, with timetabled meetings and performance review.

Supervisory responsibility

The post holder does not have supervisory responsibilities for other staff but may provide informal supervision and support, where appropriate, to LSA's or new TAs.

Skills/Qualifications

Please refer to the Person Specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates forms part of the conditional offer checks.

Person Specification

Job Title: Teaching Assistant
Qualifications & Experience

Assessment criteria	Essential	Desirable
Qualifications	Candidate will have a qualification in Literacy and Numeracy equivalent to GCSE Grade A*-C or Level 2, on the national vocational framework. NVQ/VRQ Level 3 Teaching Assistant qualification.	Working towards HLTA or Teaching Assistant Foundation Degree.
Work related experience and associated vocational training	A minimum of two and a half years working as a Learning Support Assistant at level 2 in a Secondary school. Specific areas of expertise in supported learning.	Three years or more experience working as a Learning Support Assistant at level 2 in a Secondary school. Working with students of Secondary age within other appropriate contexts.
Job related skills	Competent ICT skills. Ability to work effectively with a wide range of people across the school and from outside.	Knowledge of subject specific software. Occasional attendance at events beyond school hours, by agreement.
Personal skills	Excellent and effective communication skills. Ability to work flexibly within a team and motivate students. Demonstrate a positive attitude. Reliability, motivation and resilience under pressure.	
Equality	An understanding, acceptance and commitment to the fundamental principles of an equal opportunities. To work in a way that promotes equality of opportunity and respect for diversity.	

Safeguarding	Evidence of a commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. To work in a way that promote the safety and well-being of children and young people.	