

Job Description



Three
Spires
TRUST

'Life in all its fullness'

Academy	St Peter's Collegiate Academy
Position	Teaching Assistant
Salary	TST Grade 5 SCP6-9
Contract	30hrs, term time only, permanent
Responsible to	SENCo

All staff have a pivotal role to play in every student's spiritual, moral, social and cultural development. Through our mission to ensure that every student experience's life in all its fullness, we ensure that we support each student through the promotion of our Christian values. This mission and our values underpin the work of every member of staff in all of our academies.

The duties outlined in this job description will be reviewed with the post holder on an annual basis in line with the academy's performance management procedures. It may be modified by the Principal with the agreement of the post holder, to reflect or anticipate changes in the job commensurate with the salary and job title.

Statement of Purpose

Under the direction of teaching staff, to use special knowledge and experience to provide appropriate support to students in relation to their individual abilities. Work may be carried out in the classroom or outside the main teaching area. To assist the teacher in the following:

Support to Students

- Provide pastoral support to students within the academy environment.
- Provide structured support, including tutorial support, in accordance with specific work programmes designed and supervised by individual teachers.
- Use specialist knowledge/experience to provide appropriate support to students in relation to their individual needs, e.g. behaviour management strategies.
- To contribute to raising standards by ensuring high expectations are set for students.
- Involvement in the development and implementation of Individual Education/Behaviour/ Support/Mentoring plans.
- Provide general support to students, ensuring their safety, by complying with good H&S practice.
- Accompany teaching staff and students on visits, trips and out of school activities as required.
- Encourage students to interact with others and engage in activities led by the teacher.

Support for the Teacher

- May be required to act as Cover Supervisor during teacher absence under the direction of a teacher/designated member of staff.
- Supervise students for a particular curriculum activity under the supervision and guidance of a qualified teacher.
- Undertake marking of planned work and provide detailed and regular feedback to teachers on students' achievement, progress, problems etc.
- Support the teacher in the development and implementation of Education, Health & Care/Behaviour Plans.
- Assist in maintaining classroom discipline through the implementation of the school's behaviour management strategies.
- Provide support to students to achieve learning goals, e.g. guided reading.
- In conjunction with teacher, record students' progress, provide feedback to appropriate education professionals, e.g. SENCo, Ed Psych, other officers.
- To support the teacher to develop appropriate learning plans to raise achievement.
- Co-ordinate and organise students attending extra-curricular activities/work experience or other out of school activities under guidance of teacher.
- Provide general admin support, for classroom activities e.g. produce worksheets for agreed activities etc.

Support for the Curriculum

- Contribute to SEND curriculum planning, evaluation and implementation.
- To provide support in literacy/numeracy/SEN strategies.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Contribute to development of academy policies and procedures by participation in working groups.
- The development, preparation and dissemination of appropriate materials.
- Determine the need for, prepare and use specialist equipment, plans and resources to support students.

Operational Responsibilities

- To support and uphold academy policies.
- Promote and safeguard the welfare of children and young persons you come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with student needs as appropriate during the academy day.

Post holder signature	
Principal signature	
Date	

Person Specification

Essential Criteria	Measured by
Experience <ul style="list-style-type: none"> Three years experience of working to support children's learning gained in a relevant environment. 	Application form / interview
Qualifications/Training <ul style="list-style-type: none"> Very good numeracy/literacy skills equivalent to GCSE grade C and above. NVQ 3 for Teaching Assistant (or recognised equivalent qualification). 	Application form / interview
Knowledge/Skills <ul style="list-style-type: none"> Full working knowledge of relevant policies/codes of practice. An understanding of curriculum matters and to be able to contribute effectively to curriculum development, planning, evaluation and implementation. In depth understanding of areas of learning, e.g. literacy, numeracy, science, SEN or Early Years. Understanding of principles of child development and learning processes. Ability to plan effective actions for pupils at risk of underachieving. Effective use of ICT to support learning. Use of other equipment technology – video, photocopier. Well-developed interpersonal skills to be able to relate well to a wide range of people. Work constructively as part of a team whilst being able to demonstrate initiative. Good communication skills. 	Application form / interview
Behavioural Attributes <ul style="list-style-type: none"> Customer focused. Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. Open, honest and an active listener. Takes responsibility and accountability. Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. Is committed to the provision and improvement of quality service provision. Is adaptable to change/embraces and welcomes change. Acts with pace and urgency being energetic, enthusiastic and decisive. Communicates effectively. Has the ability to learn from experiences and challenges. Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	Application form / interview

Note 1: In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- Motivation to work with children and young people.*
- 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.*