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| **Job Description – Teaching Assistant** **THE FRIARY SCHOOL** **as part The Greywood Multi-Schools Trust****Salary £21,968 - £23,194 FTE** |  |  |

**Statement of Purpose**

To support learners on the School Engagement Programme to achieve and assist partners in raising individual pupil standards of attainment and behaviour.

**Support to the District**

* To monitor the existing programme and provide updates to the district
* To support future developments of the programme
* To work closely with the School Engagement Programme Coordinator
* To liaise with individual school mentors/coordinators

**Support to Pupils**

* Provide direct practical and emotional support to pupils
* Provide pastoral support to the pupil in a caring and respectful manner within the school environment
* Provide structured support, including tutorial support, in accordance with specific work programmes designed and supervised by staff within partner organisations
* Use specialist knowledge/experience to provide appropriate support to pupils in relation to their individual needs, e.g. behaviour management strategies, health and well being
* Respond to multi professional team decisions by organising, supporting and coordinating group work and individual support packages for young people e.g. anger management, independent living skills literacy and numeracy
* To contribute to raising standards by ensuring high expectations are set for pupils.
* Involvement in the development and implementation of Individual Education/Behaviour/ Support/Mentoring plans.

**Support to Staff**

* In conjunction with staff, record pupils’ progress, provide feedback to appropriate education professionals, e.g. LA Officers, Staffs partnership, SEP Manager and school contacts
* Support staff in developing appropriate learning plans to raise achievement
* Co-ordinate and organise pupils attending activities/work experience or other out of school activities as part of the programme
* Support SEP manager in a range of administrative tasks e.g. organising transport, tracking and monitoring student progress/attendance etc.
* Liaise with students, parents, carers, schools, providers and multi agency colleagues
* To act as Cover Supervisor during teacher absence under the direction of a teacher/designated member of staff. e of Cover
* Supervise pupils for a particular curriculum activity under the supervision and guidance of a qualified teacher.
* Undertake marking of planned work.
* In conjunction with teacher, record pupils’ progress, provide feedback to appropriate education professionals, e.g. LEA officers, Ofsted Inspectors.
* To support the teacher to develop appropriate learning plans to raise achievement.
* Co-ordinate and organise pupils 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 curriculum planning, evaluation and implementation.
* Contribute to development of school 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 pupils.

**Support to School (this list is not exhaustive and should reflect the ethos of the school)**

* Promote and safeguard the welfare of children and young persons you are responsible for or 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 school.
* 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 pupil needs as appropriate during the school day.

**Working Arrangements / Actual Salary**

* The post will operate term-time (39 weeks)
* The actual salary will be £16,672 - £17,602

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| **Person Specification – Teaching Assistant** **THE FRIARY SCHOOL** **as part The Greywood Multi-Schools Trust** |  |  |

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| **Essential Criteria** | **Measured By** |
| **Qualifications and Skills*** Very good numeracy/ literacy skills equivalent to GCSE grade C and above
* NVQ 3 for Teaching Assistant (or demonstrate equivalent knowledge skills and experience)
* Good communication skills
* Well-developed interpersonal skills to be able to relate well to a wide range of people
 | AF/I |
| **Special Knowledge, Abilities and/or Experience*** A demonstrable record of working effectively supporting young people’s learning in a relevant environment
* Full working knowledge of relevant policies and protocols for partnership working
* Understanding of the principles of child development and learning processes
* Ability to plan effective actions for students at risk of underachieving
* Effective use of ICT to support learning
* Use of other learning technology – video, photocopier
* Work constructively as part of a team whilst being able to demonstrate initiative
* Emotional resilience in working with challenging behaviors and attitudes to the use of authority and maintaining discipline
* Ability to form and maintain appropriate relationships and personal boundaries with young people
* Motivation to work with young people who may have social, and emotional difficulties
 | AF/I |
| **Behavioral Attributes*** Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect
* Open, honest and an active listener
* Takes responsibility and recognizes accountability
* Committed to the needs of students, parents or carers
* 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
* 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, open to ideas and developing new skills
 | AF/I |