

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Teaching Assistant	Location	The Hart School, Rugeley, Staffordshire
Salary	Grade 5, SCP 6-9 - (£22,351 to £23,439 per annum actual salary)	Hours	Term-time only: 37 hours per week (Mon – Thurs 8am to 4pm, Fri 8am to 3.30pm)
Department	SEND Team	Reports To	SENDCo

JOB PURPOSE:

Under an agreed system of supervision, to assist in the supervision of classes, including developing and implementing work programmes and materials, managing student behaviour and assisting students in relevant activities in line with the school's policies and procedures.

KEY RESPONSIBILITIES AND DUTIES:

Support to the Students

- Provide structured support, including tutorial support, in accordance with Schemes of Learning 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 expectations are set for students
- Assist with the development and implementation of Individual Learning Plans
- Establish productive working relationships with students, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all students within the classroom
- Support students consistently whilst recognising and responding to their individual needs.

Support to the Teacher

- Supervise students for a particular curriculum activity under the supervision and guidance of a qualified teacher
- Undertake marking of planned work
- In conjunction with the teacher, record student progress, providing feedback to appropriate educational professionals.
- To support the teacher to develop appropriate learning plans to raise achievement
- To co-ordinate and organise students attending extra-curricular activities/work experience or other out of college activities under the guidance of a teacher
- Provide general admin support, e.g. produce differentiated materials for agreed activities
- Provide feedback to students in relation to progress and achievement
- Collect any completed work after the lesson and return it to the appropriate teacher
- Managing behaviour of students whilst they are undertaking this work to ensure a constructive environment, according to the school's behaviour policy
- Reporting back as appropriate using the school's agreed referral procedures on the behaviour of students during the class, and any issues arising
- Completing registers as required

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Support to the Curriculum

- Contribute to curriculum planning, evaluation and implementation
- Contribute to development of school policies and procedures by participation in working groups
- Develop, prepare and disseminate appropriate materials
- Determine the need for, prepare and use specialist equipment, plans and resources to support students
- Produce displays, in liaison with curriculum area members, to promote Environment for Learning
- Provide support to teachers within the curriculum area
- Make the use of ICT where appropriate
- Make appropriate use of equipment and resources

Support for the School

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with you.
- Attend Parents Evenings and other meetings, as required.
- Play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Actively promote the academy's policies.
- Be aware of and support diversity and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Participate in training and other learning activities and professional development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Assist with pupil needs as appropriate during the school day.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Principal.

JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • GCSE English and Maths. Grade C or above (or equivalent) 	<ul style="list-style-type: none"> • NVQ 3 for Teaching Assistant (or recognised equivalent)
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working to support children's learning in a relevant environment or educational setting 	
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • An understanding of curriculum matters and to be able to contribute effectively to curriculum development, planning, evaluation and implementation 	<ul style="list-style-type: none"> • In depth understanding of areas of learning e.g. literacy, numeracy, science or SEN

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	<ul style="list-style-type: none"> • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. • Understanding of the principles of child development and learning processes • Effective use of ICT to support learning • Ability to plan effective actions for students who are at risk of underachieving 	
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Well-developed interpersonal skills to be able to relate well to a wide range of people. • Excellent communication skills • Ability to work constructively as part of a team whilst being able to demonstrate initiative • Friendly, whilst being professional and respectful • Open, honest and an active listener • Takes responsibility and accountability • Demonstrates a 'can-do' attitude • Is adaptable to change • Acts with pace and urgency; is energetic, enthusiastic and decisive. • Has the ability to learn from experiences and challenges 	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.