

Tove Learning Trust Job Description

Teaching Assistant – New Horizons Academy, Northampton

Role: Teaching Assistant
Location: New Horizons Academy
Reports to: Headteacher

Hours: 33.75 hrs
Grade: Grade E (Grade 4 – 5)

Job Context

New Horizons Academy is an alternative education provision for learners aged 5 to 11 and whose needs cannot be met within a mainstream environment. In particular, the Academy provides placements for young people in the Northamptonshire area who exhibit social, emotional and behavioural concerns. The successful candidate will support the learning and development of students with educational, behavioural, social, or emotional learning difficulties under the instruction of their line manager or teacher in the classroom; enabling students to become independent learners and helping to raise standards of achievement.

Key Responsibilities

- Assist with the planning, development, and implementation of individual student passports to ensure that the Academy's Health & Safety, SEND, Medical, CLA, Inclusion, Safeguarding and Behaviour policies are maintained
- Assist in the completion and adjustment of a wide range of pre-defined learning, care, and support activities to meet the requirements of students, learning objectives and the broader curriculum.
- Assist with the supervision of students out of lesson times through supervision duties and extra-curricular activities.

Planning, development, and implementation of student passports

- Support students in lessons and outside the classroom to fulfil their potential
- Under the direction of the SENDCo, plan and deliver intervention to support students to access their learning
- Participate in meetings and team development activities.
- Provide clerical and other support as required e.g., student record keeping.
- Monitor, feedback, record, and report on student progress, as directed, including feedback to students

- Participate in the completion of student profiles and records of attainment to maximise student development.

Learning, care, and support activities

- Contribute, and support Academy colleagues to remove all barriers to learning for disadvantaged students
- Respond to and deal with first aid incidents to staff and students within the school, maintaining accurate records and reporting of incidents as required by Academy procedures and Health & Safety legislation.
- Provide support to students in examinations and undertake routine marking of students' work to meet the requirements of students and the curriculum.
- Monitor resource levels and contribute to the resource ordering process to ensure the timely availability of resources to meet the requirements of the curriculum.

Supervision of students

- In the absence of the designated staff member, provide cover for meeting and safe escorting of vulnerable students to and from transport at the beginning and end of the school day.
- Work one-to-one or in a small group, supporting children with their education, behavioural and social development.
- Support teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group of students under the supervision of the teacher.
- Provide targeted support outside of the classroom.
- Work on differentiated activities with groups of students.
- Assist students taking examinations where scribe or amanuensis is required.

General duties

- Build and maintain positive and constructive relationships with students, parents, carers, and colleagues to maximise students' development and maintain the overall ethos of the college.
- Contribute to the whole school ethos, environment, and organisation, both practically and as a positive role model for students and colleagues, and act as an ambassador for the school with a desire to raise standards and attainment.
- Assist less experienced colleagues to support the achievement of individual and team performance and development objectives.
- Attend training courses as appropriate and have a commitment to ongoing professional development.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description, but which is within the remit of the role, duties, and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact with and adhering to and ensuring compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the s/he must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead.

It is the responsibility of all staff to report H&S issues to the Headteacher and Site Manager as soon as practically possible