Job Title: Teaching Assistant	**Pay Scale:** PPS4
Normal Place of Work: Willoughby Academy	**Line Manager:** Class Teacher
Role Summary: To reinforce specific needs, in accordance with students' individual profile requirements. To provide support to teaching staff by assisting in the delivery of class-based tasks, to groups and/or individual students.	

DUTIES AND RESPONSIBILITIES

1. To support Headteacher and SENCO in matters concerning students with specific academic and social adjustment needs:
   - To support in the delivery of individual specific targets and reinforced further through the student profile information.
   - To assist in monitoring student's needs and reporting these to the Headteacher and SENCO.
   - To assist in keeping records as required by the Headteacher.
   - To attend review meetings as required and liaise with external agencies and parents.

2. To support in the classroom delivery of subject-based tasks to groups or individual students:
   - To support the subject teacher in the delivery of lessons to groups or individual students.
   - To participate in the preparation of the classroom as required.
   - To reinforce specific targets to address individual learning needs within the classroom setting.
   - To provide useful learning strategies in order to develop a range of literacy and numeracy skills.
   - To deliver academic intervention programmes if required.

3. To assist in promoting development and learning (physical, emotional, educational, social), to assist in fostering growth, self-esteem and independence and assisting in observing and recording development:
   - To be available for the supervision and monitoring of students at specific duties including; break, lunchtime duties and before and after school duties.
   - To assist in carrying out reasonable daily personal care and hygiene duties.

4. To assist in supporting those with special needs and be flexible in your approach to accommodate those specific needs as outlined within the student profile information and EHC plan.

5. To interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues within the SEN Department and provide any relevant training.

6. To act in accordance with Federation policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.

7. Any such other duties as may be determined from time to time within the general scope of the post.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

• Head Teacher, SLT and all Trust staff	To ensure a high quality service is provided that meets the needs of the Trust.
• Parents and Students	
• Visitors	

Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federations internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day to day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for students, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for students.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12 month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUALITY, DIVERSITY AND INCLUSION

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

Person Specification – Teaching Assistant

	Essential	Desirable	How assessed*
QUALIFICATIONS			
GCSE English and Mathematics Grade A-C or equivalent.	✓		AF / Cert
Level 2 IT qualification/experience or equivalent.	✓		AF / Cert
NVQ3 qualification or working towards	✓		
First Aid or working towards		✓	
Proficient in the use of email and the internet	✓		AF/Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Experience of working with students		✓	AF / IV
A knowledge and understanding of student intervention techniques		✓	AF / IV
Experience of supporting groups of students as well as students on a one to one basis		✓	IV/AF
SKILLS AND ABILITIES			
A high level of communication skills	✓		AF / IV
The ability to adapt to meet the needs of the students	✓		AF / IV
Ability to motivate students, good interpersonal skills	✓		AF / IV
Must accept and actively support the Federation's agreed values.	✓		AF / IV
WORKING ARRANGEMENTS AND PERSONAL AVAILABILITY			AF / IV
Flexible with a willingness to adapt working patterns to fit the needs of the Academy.	✓		AF / IV

*Key to how skills are assessed:
AF = Skill assessed via application form
IV = Skill assessed via interview
AT = Skill assessed via test/work-related task
Cert = Certificate checked at interview

Acceptance of the Job Description

I have read and accept the content of the job description.

Signed Line Manager: ……

Dated: ……

Signed Employee: ……

Dated……