[](http://wyvernacademy.co.uk/)

**Job Description – Teaching Assistant**

Wyvern Academy is **more than just a school** its vision is *“to provide a bespoke education tailored to each pupil, delivered in a creative and nurturing environment, inspiring all who work and learn with us to develop their full potential. Working in partnership with families, we aim for all children and young people to flourish and to lead as full, interesting and independent lives as possible, leaving Wyvern with a strong sense of who they are and where they belong in the world.*

We are looking for an enthusiastic and inspirational Teaching Assistant to share our vision in all they do.

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| **Job Title** | Teaching Assistant |
| **Grade** | Grade 6 |
| **Reporting to** | Class Teacher |
| **Hours** | 30.75 hours per week, Monday – Friday 8:50am–15:35pm  Part time hours also available |
| **Contract** | Permanent |

**Main Purpose of the job**

Assist Teachers by working with pupils (largely on a one to one basis) with specific needs e.g. signing for deaf children; supporting children with visual impairment; with disabilities, learning difficulties or behavioural problems.

Help pupils achieve learning and behaviour targets as specified in Individual Programmes.

Develop trusted relationships with pupils

**Duties and Responsibilities:**

* Support teaching and learning activities by building relationships with individual pupils of varying abilities; support with literacy and numeracy tasks and focus support in areas needing improvement both academic or social/emotional.
* Develop, maintain and apply knowledge and understanding of identified pupils’ specific learning needs to ensure that support is given meeting the specified need of the pupil.
* Support the use of ICT in the classroom and work with and support pupils to ensure they are able to use ICT and other specialist equipment to enhance their learning.
* Motivate and encourage pupils to concentrate on and fulfil the tasks set and contribute towards individual pupil targets and/or group targets.
* Promote and reinforce pupils’ self-esteem, appropriate levels of effort and behaviour and guide pupils to become independent learners.
* Assist in the preparation, and evaluation of learning activities and organise and maintain pupil’s work and their equipment, including assistance with and creation of material display, making basic visual aids, art and craft materials, mount and displaying pupils’ work.
* Liaise with parents and other professional agencies to develop and improve effective partnerships
* Promote pupils academic, social and emotional development; assist teaching staff in the development of learning strategies to manage pupil learning and behaviour and assist in the development of Individual Education Plans for pupils with special educational needs.
* Contribute to the assessment by the teacher of pupil performance in maintaining records of pupil performance and achievement, noting areas of weakness and need for development.
* Promote and safeguard the welfare of children and young people in accordance with the school’s safeguarding and child protection policy.
* Develop an understanding of and provide for pupils’ specific personal needs to ensure a safe learning environment. This may include providing some direct personal care, support and assistance to the pupil in respect of toileting, showers, eating, mobility and dispensing medication.

**Other Responsibilities:**

* Maintain online files, catalogue resources, photocopy, record TV programmes and use I.T. systems for administration and educational purposes.
* Assist in the preparation for educational visits, and where appropriate accompany/supervise pupils undertaking off-site activities.
* Contribute to the process of school self-review.
* Supervise the pupils in playgrounds and when entering and leaving using school transport.
* Escort pupils to school or parental transport, home or to hospital as necessary and/or support in the integration/re-integration of the pupil.
* In occasional circumstances, supervise identified pupil(s), which may include whole classes for short periods in the absence of the teacher.
* Under the direction of Health Service professionals, undertake activities in support of occupational, physio and speech therapy.
* Undertake a key worker role when required.
* Assist in the supervision of Standard Assessment Tasks and tests / assessments as directed
* Undertake any other duties appropriate to the level of the role, as directed by the Leadership team/Headteacher.

**Person Specification – Teaching Assistant**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications and Experience** | * GCSE grade C in English and Maths or equivalent nvq Level 3/BTEC in Learning Support | |  | | --- | | * Background knowledge of the Foundation and National Curriculum * Experience of working with children in an educational setting * Experience of working with pupils with SLD and Autism * Qualification relevant to supporting the specific learning needs of pupils within the school e.g. NVQ2 Supporting Teaching and Learning | |  | |
| **Skills and Knowledge** | * Significant empathy with pupils who have additional or special educational needs. Where appropriate, to be prepared to undertake special skills training e.g. signing, First Aid, to meet additional educational and communication needs * Good interpersonal skills (both written and verbal) to establish supportive relationships with pupils, parents and carers. * The ability to recognise and respond to the needs of children * Maintain optimistic and motivational attitude to young people. * Work as part of a team * Familiarity and basic competency with ICT | * Knowledge of strategies used in dealing with young people with learning and behavioural difficulties. * Competence in the use of signing * Knowledge of child development * A thorough understanding of the basic principles of safeguarding and can explain how this responsibility would be demonstrated in daily practice |
| **Personal qualities** | * Discretion, loyalty, commitment, patience, and flexibility * Interest and enthusiasm for working with children * Creative in approach to work * A commitment to getting the best outcomes for all children and promoting the ethos and values of the school * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality * Resilience – tomorrow is a new day with new opportunities * A friendly, positive and proactive attitude to work |  |
| **Other factors** | * Clean driving licence and the use of a vehicle * Satisfactory pre-employment checks including DBS, references and full career history * To attend and contribute to school staff meetings and in-service training within contracted hours or outside normal hours by agreement. |  |