



# Cornwallis Academy

## *Ambitions for All*

### Teaching Assistant

Cornwallis Academy is an exciting school, which is rated Good by Ofsted in all areas, we are now expanding and looking to welcome a new inspirational Teaching Assistant who will work primarily with students whom have additional educational needs and those who can, at times, display challenging behaviour. You will need to have the ability and confidence to motivate and encourage students who have learning, emotional and behavioural difficulties whilst demonstrating empathy and an understanding of their needs.

As well as working with students in the classroom learning environments, you will also be required to carry out one to one work with students, across all Key Stages and curriculum areas. You may also be required to provide intimate care to our students at times. This will be a rewarding post within an extremely supportive working environment. Previous experience of working with children with additional needs would be an advantage and a Teaching Assistant qualification is desirable.

Working at Cornwallis Academy is a great opportunity to develop your career by building on your current success with training opportunities available and those that hold a degree or are working towards their degree we will work with you to look at a suitable programme to form your route into teaching if this is the career route you would like to take.

The position is 37 hours per week (Mon-Thur 08:00 - 16:00pm, Fri 08:00 - 15:30pm), term time only, on a permanent basis.

We will offer you:

- A vibrant and exciting place to work
- The support of a Trust that currently runs two secondary schools, primary school and Nursery for children aged 3 months to 4 years
- An opportunity to join various schemes such as the Benenden corporate healthcare scheme and Kent Rewards
- An excellent CPD programme, with opportunities for action research and gaining nationally accredited qualifications

The Future Schools Trust is a forward thinking, supportive organisation that is keen to develop staff to their full potential.

Only applications submitted by the school application process will be considered, we are unable to accept CVs.

All posts are subject to an Enhanced DBS Disclosure. Future Schools Trust is an equal opportunities employer and is committed to safeguarding and promoting the welfare of young people. All members of staff are expected to share and adhere to this commitment.

SENCO Teaching Assistant



# Cornwallis Academy

*Ambitions for All*

## JOB DESCRIPTION

Job Title:	Teaching Assistant
Department:	Learning Support
Responsible to:	SENCO
Grade:	Future Schools Trust Scheme C
Contract Type:	Full time, term time only.

### 1. Main Purpose of Job

To work under the guidance of the SENCO. To assist and support the work of class teachers in meeting the needs of the students across all areas of the curriculum by:

- Supporting the Teacher
- Supporting the student
- Supporting the curriculum
- Supporting the School

### 2. Accountability

- To support students with an Education Health Care Plan or students with additional educational needs. This may be individually, on a 1 to 1 basis, or in groups/whole classes under the guidance of the class teacher and/or SENCO/Head of Department/HLTA. On occasions this may include supporting students on work experience or on visits.
- To liaise with the class teacher and/or SENCO/ Head of Department about the class/group and the planning of the lessons.
- To assist with the assessment of students as requested.
- Where appropriate, to assist in the physical wellbeing of the students.
- To participate in In-Service training, performance management, staff meetings where possible.
- To attend and contribute to In Year and Annual Reviews as requested by the SENCO.
- To liaise with parents regarding the progress of their child.
- Undertake other reasonable duties that are consistent with both the job title and job description.

N.B. The postholder will carry out his/her responsibilities in accordance with the Governing Body's equal opportunities policy.



# Cornwallis Academy

*Ambitions for All*

## PERSON SPECIFICATION

- Experience of working with or caring for children of relevant age
- Good general education
- Teaching Assistant qualification (Desirable)
- Able to participate in development and training opportunities
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- Flexible
- Ability to use own initiative
- Basic technology skills
- Must undertake safeguarding training
- Currently holds a first aid certificate or willingness to complete first aid training

### Financial Accountabilities

There are no financial accountabilities

### Working Environment

The role will be school based and primarily in classrooms, Plazas, workshops, or pit stop.

This Job Description is provided to assist the postholder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

### Health and Safety

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

### Safeguarding

Future Schools Trust is committed to the safeguarding of all of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Full Governing Body to ensure the safety of all young persons within its care.