



Job Description

Job Title: Teaching Assistant
Reports to: SENCO
Location: Mascalls Academy

Purpose of the Role

To work efficiently and effectively under the direct guidance and instruction of the SENCO and Assistant Head of Learning Support. Learning Mentors are required to be proactive and resourceful in order to meet the social, emotional and academic needs of each individual SEN student.

Key Responsibilities

- Supporting students with additional needs in mainstream classes and teaching small withdrawal groups to ensure their safety and access to learning.
- Ensure strategies to support SEN students are being implemented in lessons.
- Planning and delivering small groups or 1:1 interventions.
- Liaising with parent and/or carers as necessary
- Attending relevant INSET days and staff meetings.
- Attending meetings in school and with outside agencies.
- Establishing good relationships with students, acting as a role model and being aware of and responding to individual needs appropriately.
- Promoting the inclusion and acceptance of all students.
- Encouraging students to interact with others and engage in activities led by the class teacher.
- Being aware of student problems/progress/achievements and reporting to the class teacher.
- Undertaking student record-keeping as requested.
- Providing feedback to the class teacher at the end of the lesson in order to ensure the individual needs of SEN pupils are being met in the class to enable excellent pupil progress.
- Supporting pupils in respect of local and national learning strategies, e.g. literacy, numeracy, KS3/4 as directed by the class teacher.
- Supporting students with basic IT skills, as directed.
- Being aware of and complying with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Being aware of and supporting differences and ensuring all students have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the school.
- Accompanying teaching staff and students on visits, trips and out of school activities as required.

Responsibilities to the Principal

- To promote the aims, values and ethos of the school and uphold school rules.
- To adhere to school procedures.
- To carry out a share of supervisory duties in accordance with normal school schedules
- To participate in any appropriate meetings with colleagues and parents.
- To participate in performance management arrangements.
- To carry out other duties as may be reasonably required by the Principal.
- To support the ethos of the school and enforce the school's behavioural and uniform policies.

Requirements of the Role

Personal Qualities

- Committed and enthusiastic.
- Excellent health, attendance and time-keeping record.
- Loyalty and discretion.
- Confident, positive and flexible attitude.
- Flexible, but resilient under pressure.
- A 'can do' attitude.
- Confidentiality.
- The ability to relate to 16-18 year olds and the desire to work closely with them on a daily basis.
- High level of emotional intelligence.

Skills and Knowledge

- The ability to work on your own initiative and be decisive.
- The ability to work as a member of a collaborative team.
- The ability to relate to all personnel within the organisation.
- Ability to approach all confidential matters with discretion, sensitivity and diplomacy.
- Excellent organisational and planning skills.

Qualifications

- Computer literacy in usual office applications.
- Good level 2 qualifications in English and maths.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and 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 academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

