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| **Job Description** | | | | |
| **Post title:**  **Hours of Work:**  **Salary:**  **Responsible to:** | | Teaching Assistant  Part-time / Full-time  Experience Dependent  SENCO | | |
| **Job Purpose** | | Teaching Assistants are part of the whole school team working to promote the best possible outcomes for pupils in terms of their wellbeing, academic and personal development. This role supports the Learning Development team, teaching and senior staff in the teaching and welfare of pupils to ensure that they make appropriate progress in all aspects of development. In particular this Teaching Assistant role supports pupils in KS1 and KS2 with their academic development, learning behaviours and wellbeing. | | |
| **Main Responsibilities** | | * Use specialist knowledge and experience to support prep school pupils to achieve the best possible outcomes. * Be proactive in modifying and adapting the delivery of learning activities under the guidance of the Learning Development specialist staff, the subject and class teachers. * Prepare activities and resources in advance of the lesson and undertake practical tasks to maintain a constructive learning environment. * Maintain awareness of the identified pupils’ additional and special educational needs and use this information to support pupils both individually and in groups with the use of a wide range of learning resources to encourage the best learning outcomes. * Be proactive in reading lesson plans and liaising with teaching staff prior to lessons, compiling resources to be used in learning as directed by the Learning Development specialist staff, the subject and class teachers. * Provide 1:1 support for identified pupils within the classroom and the wider school to assist with their academic development, learning behaviours and wellbeing as directed by the Learning Development specialist staff, the subject and class teachers. * Carry out break and lunchtime supervision and support as required. * Establish effective relationships with the pupil(s), parents/carers and colleagues, working successfully as part of the team around the pupil. * Provide detailed verbal and written feedback on identified pupil responses to learning activities and pupil behaviour. * Assist in maintaining and analysing records of pupils’ progress. * Promote an inclusive, safe, secure and constructive school environment, applying behaviour management strategies in line with the school’s policy and procedures. * Understand and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality, data protection, pupil welfare, administration of medicines and first aid, reporting concerns to the designated person. * Contribute to the overall ethos, work and aims of the school by showing consideration for the needs of the pupils, colleagues and parents and carers in all conduct and decision making. * Participate in training and other learning activities and attend relevant meetings to ensure their own continuing professional development. * Actively participate in performance management. | | |
| **Areas of Accountability** | | The role may be carried out within the school site including teaching and social spaces and also off-site during extra curricula or off-site activities. | | |
| **Person Specification**  **Alpha Schools Limited is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.** | | | | |
|  | **Essential** | | **Desirable** | **Method of  assessment** |
| Qualifications | GCSE in English and Maths, with a minimum of grade C/4 or equivalent. | | Hold, or be willing to obtain, NVQ Level 2 or Level 3 for Teaching Assistants or equivalent.  Hold specialist skills, qualifications or have completed training in the support of those with special educational needs such as: dyslexia, autism spectrum condition, ADHD.  Evidence of recent, relevant professional development. | Production of the  Applicant’s certificates |
| Experience and  Attainments | Experience of working with children/young people to support their learning and wellbeing. | | Experience of working with children in the primary school setting. Experience of supporting pupils with academic and/or social and emotional and/or behavioural development and wellbeing.  Experience of working with children with specific learning difficulties and/or social, emotional and mental health needs and/or autism spectrum condition and/or ADHD.  Experience of delivering pupil interventions 1:1 or in small groups under the guidance of a teacher or SEN specialist. | Application Form / CV  Interview  Professional references |
| Knowledge and  Understanding | Knowledge of classroom roles and responsibilities.  Knowledge of and adherence to the concept of confidentiality. | | An understanding of child development and how children learn.  An understanding of special educational needs including specific learning difficulties, autism spectrum condition and ADHD.  Knowledge of policies and procedures relating to child protection, health, safety and security, equal opportunities and confidentiality.  Familiarity with the secondary curriculum.  Basic knowledge of first aid. | Application Form / CV  Interview  Professional references |
| Skills and  Abilities | Excellent communication skills.  Ability to relate well to children and young people.  Commitment to working collaboratively (teamwork), both within Learning Development and with the wider school staff, to ensure pupils’ needs are met.  A good standard of written and spoken English.  A basic understanding of Mathematics.  Ability to make effective use of IT.  Proven ability to work independently and use initiative.  An understanding of safeguarding. | | Ability to supervise and assist pupils. | Application Form / CV  Interview  Professional references |
| Personal  Characteristics | Able to balance and prioritise work commitments appropriately.  High levels of professionalism and confidentiality.  Empathetic.  Positive and professional manner.  Strong commitment to promoting inclusion, the school’s culture, values and ethos. | | Willingness to participate fully in the life of the school community | Application Form / CV  Interview  Professional references |