

## Job Description

Job Title:	Teaching Assistant
Reference:	X00120 and X00190
Reports to:	Vice Principal – Head of Lower
Responsible for:	No line management
Salary range:	Academy Band C £22,595 pro-rata
Contract:	Full time, term-time only,

Main purpose of the role:	Assist in the educational and social development of pupils under the direction and guidance of the Vice-Principal, SENCO and class teachers to ensure they attain the targets set under their individual educational programmes.
Main duties:	<ol style="list-style-type: none"> <li>1. Assisting teachers with learning activities ensuring health and safety and good behaviour of students. Support the students in accessing learning activities as directed by the teacher to enable students' progress towards their targets. Be aware of and support differences to ensure all students have equal access to opportunities to learn and develop.</li> <li>2. Provide clerical/administrative support (e.g. typing, photocopying, display, collection and recording of money etc.) and undertake basic record keeping in respect of student learning, behaviour, child protection etc as directed in order to support the teacher to deliver the specific learning programmes set for each student.</li> <li>3. Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure students' wellbeing.</li> <li>4. Contribute to the overall work/aims of the Academy and appreciate and support the role of colleagues and other professionals to enable the Academy to fulfil its development plans etc.</li> <li>5. Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.</li> <li>6. Ensure the maintenance of a clean, orderly and safe working environment making sure that equipment/resources/materials are set out on time and as per instructions received and used safely to enable students to meet their learning targets.</li> <li>7. Undertake any other duties, which from time to time may be required and be relevant and commensurate with the role, as deemed necessary by the Principal.</li> </ol>

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> <li>Good standard of general education (i.e. NVQ level 2 or equivalent) together with good numeracy and literacy skills (GCSE Level English and Maths) .</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Experience	<ul style="list-style-type: none"> <li>Previous experience (1-2 years) of working with children.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality</li> <li>Experience of supporting pupils/students of differing abilities and backgrounds.</li> <li>Experience of working with children with complex needs</li> <li>Have experience of implementing a variety of de-escalation strategies in challenging situations involving young people.</li> <li>Positive behaviour strategy knowledge and experience of helping children self-regulate emotions</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Proficient in use of Microsoft Office, Word, Excel, Outlook etc</li> <li>Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.</li> <li>Good influencing skills to encourage students to interact with others and be socially responsible.</li> <li>The ability to provide appropriate levels of challenge so that pupils make good progress and achieve beyond their potential</li> <li>Ability to secure high standards of behaviour by motivating, encouraging and engaging pupils</li> <li>Ability to develop in pupils the skills to work independently and</li> </ul>	

	<p>collaboratively</p> <ul style="list-style-type: none"><li>• Demonstrable ability to build effective working relationships with a range of colleagues and stakeholders, including parents/carers, teachers and external professionals.</li><li>• Demonstrable ability to communicate effectively in both oral and written form</li><li>• Creative and innovative.</li><li>• Empathy and emotional intelligence - in order to recognise and be sensitive to the needs of pupils/students and parents.</li></ul>
Qualities	<ul style="list-style-type: none"><li>• Empathetic, tactful and diplomatic.</li><li>• Solution focused, working collaboratively and collegially with colleagues and stakeholders.</li><li>• Excellent inter-personal skills.</li><li>• A willingness and ability to develop specialist knowledge and keep up to date with local and national policy and developments.</li></ul>