



Support Staff Job Description and Person Specification

TITLE:	Teaching Assistant
Working arrangements:	37 hours per week / 40 weeks per year
Location:	Sybil Andrews Academy
Grade / Scale point:	3.12
Responsible to:	SENDCo
Date:	March 2018

INTRODUCTION

All our schools must embrace a strong set of values which ensure that students learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

JOB PURPOSE

To support students to raise their level of educational attainment and to develop social skills and understanding. To support students to learn as effectively as possible both in group situations and individually.

KEY TASKS AND RESPONSIBILITIES

Be responsible for a coaching group.

Support for Students:

1. To deliver targeted intervention as specified by the SENDCo;
2. Undertake a range of routine tasks to support learning, e.g. listening to reading, discussing topics/assignments etc.;
3. Mark students' work, as appropriate, maintaining basic records;
4. Clarify and explain instructions;
5. Motivate and encourage students as required;



6. Undertake basic first aid and administer medication in accordance with the relevant school policy and procedure
7. As appropriate, look after sick/upset students;
8. Support learning and development by accompanying and working with students outside the classroom on trips, visits and other activities under the instruction of the class/subject teachers.

Support for Teachers

1. Liaise with the class/subject teachers, to ensure clear understanding of tasks and responsibilities and how these will be operated in practice to promote the best outcomes for students;
2. Maintain a purposeful, orderly and supportive environment for learning;
3. Assisting the class/subject teacher in supporting students, enabling access to the curriculum;
4. Assist the class/subject teacher in preparation of resources and displays;
5. Support and assist the class/subject s teacher in maintaining good order and discipline in the classroom and around the school, by actively engaging with students to positively promote and enforce the school's behaviour policy;
6. Observe students' learning and support this learning in the light of observations;
7. Monitor students' performance, providing regular feedback to the teacher;
8. Act on the teacher's assessments to carry out further support work with students;
9. Maintain basic student records;
10. Assist teaching staff to ensure that aims and objectives of the school are achieved.
11. Supervise students around the school site and premises as required as part of the school's agreed duty rota;

Team Working and Personal Professional Development

1. To develop your role within the SEND Department;
2. Attend and participate in curriculum planning meetings (after school as required)



3. Keep up-to-date with school policies and procedures;
4. Liaise, advise and consult with other members of the staff team, supporting students when asked to do so;
5. Attend relevant in-service training;
6. Undertake tasks to support the curriculum and assist with events organised as part of the curriculum;
7. Support implementation of Government initiatives under the instruction of line manager.

Health, Safety and Wellbeing

1. Follow Health and Safety procedures at all times, particularly with regard to student safety and that of staff colleagues;
2. Refer students to a school first aider or the Principal ensuring that the class/subject teacher is aware;
3. Be aware of and maintain full understanding of procedures to follow in the event of an emergency;
4. Keep up-to-date with and follow, Safeguarding / Child Protection procedures.

5. SAFEGUARDING

1. Samuel Ward Academy Trust is committed to safeguarding and promoting the welfare of children and young persons at all times. The [insert job title] under the guidance of [insert as applicable], will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the School's Safeguarding policies.
2. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with students, parents, staff colleagues, external agencies and any



other visitors to the school or wider Trust.



4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested [insert line manager] or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

Signed

[insert Principal or other as appropriate]

Date of issue: January 2017



PERSON SPECIFICATION

TITLE

TEACHING ASSISTANT

GRADE / SCALE POINT

3.12

CRITERIA	ESSENTIAL	DESIRABLE
KNOWLEDGE		
Technical or Specialist	<ul style="list-style-type: none"> • Knowledge and use of a range of classroom equipment 	<ul style="list-style-type: none"> • Experience of working with students • Basic knowledge of first aid
Literacy and Numeracy	<ul style="list-style-type: none"> • Ability to read and understand instructions • Ability to complete basic paperwork 	
Organisational		<ul style="list-style-type: none"> • Knowledge of school policies and procedures
MENTAL SKILLS		
Research	<ul style="list-style-type: none"> • Assist teacher with information gathering and resources as appropriate 	
Problem Solving	<ul style="list-style-type: none"> • Ability to recognise and resolve or report problems 	
Creativity / new ideas	<ul style="list-style-type: none"> • Assist teacher in creating a positive learning environment 	
INTERPERSONAL AND COMMUNICATION		
Caring skills	<ul style="list-style-type: none"> • Sensitivity to students' needs 	



Advising / guiding	<ul style="list-style-type: none"> • Advising and guiding students on the best way to handle situations, under the teacher's direction 	
Verbal and written	<ul style="list-style-type: none"> • Ability to communicate clearly • Ability to encourage participation and give feedback to students 	
PHYSICAL		
Keyboard	<ul style="list-style-type: none"> • Ability to use ICT to advance students' learning and ability to use ICT tools for own benefit. 	
Manual Skills	<ul style="list-style-type: none"> • Use of craft knives, glue guns etc when displaying work or assisting students in practical lessons. • Help students to use tools and equipment as required to support learning. 	
LEVEL OF AUTONOMY	<ul style="list-style-type: none"> • Work is covered by set policies and procedures. • Able to work with small groups of students when carrying out specific tasks or on field trips etc • Able to supervise larger numbers of students when on duty break/lunchtime • Able to make decisions on when to refer queries/problems to teaching staff or line manager 	

