

Job Description

Establishment:	The Farnborough Academy
Post Title:	Teaching Assistant
Grade/Pay Range:	NJC 08-14: Actual salary £16,799 to £18,919
Hours/weeks:	Full Time, TTO
Reporting to:	SENCO
Department/Team:	Learning Support

Overall Purpose of Post

This role is for a Teaching Assistant. The ideal candidate will be able to operate within a dynamic and forward-thinking team who are focused on developing exciting and engaging learning experiences for students across the 11-16 age range.

Overall Responsibility

The Teaching Assistant will be a member of a multi-disciplinary team, under the leadership and supervision of the SENCO and HLTA. In co-operation with the SENCO and HLTA and under the agreed educational plan, the post holder will provide support to pupils with a range of SEND, including Autism, Social Emotional and Mental Health and Anxiety.

Safeguarding

Teaching Assistants are expected to uphold the Academy's policies in respect of Safeguarding and Child Protection and ensure the safety and well-being of all learners.

Particular Responsibilities

This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive.

- Undertaking the activities with either individuals or groups of students to ensure their safety and facilitate their physical, emotional and educational development.
- Carrying out pre-determined educational activities and work programmes whilst promoting independent learning.
- Organising and participating in activities at breaks and lunchtimes.
- Encouraging acceptance and inclusion of the students with special needs.
- Promoting and reinforcing the students' self-esteem.
- Play an active part in managing students' behaviour, including monitoring and looking at active strategies to change behaviours.

Support the teacher by:

- Monitoring individual student's needs and reporting these to their designated supervisor as appropriate.
- Keeping such records of the student's development as required by the school.
- Assisting teaching staff in the planning of work programmes for individuals and groups of students.
- Assisting the teaching staff in the smooth transition between educational phases.

Faculty Duties

- Contribute and adhere to the school improvement plans, aims, policies and procedures.
- Develop effective relationships with parents and other partners.
- Participate fully in own performance appraisal.
- Contribute effectively to the SEND team.
- Ensure safeguarding and promote the welfare of students
- Being aware of school policies and procedures.
- Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
- To take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her activities where appropriate. Safeguarding the health and safety of all persons under his/her control and guidance in accordance with the provision of health and safety legislation.

This job description is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Other duties

Undertaking any other duties, which may reasonably be regarded as within the nature and the responsibilities/grade of the post, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
- Participate in the Trust Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
- These above-mentioned duties are neither exclusive nor exhaustive, the post-holder maybe required to carry out other duties as required by the Trust.

Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name of Postholder:

Signature:

Date:

Person Spec – Teaching Assistant

Criteria	Essential	Desirable
Education/Qualifications		
NVQ Level 3 or equivalent		✓
GCSE Maths and English (A – C) or equivalent	✓	
Experience of working with in an education setting		✓
Evidence of further professional development within last two years related to SEND		✓
Relevant behaviour management training		✓
Child protection training		✓
Experience		
Experience in working with students with special educational needs		✓
An understanding of the resources and materials necessary to support identified student learning needs		✓
Experience of completing assessments (e.g. for exam access arrangements)		✓
Experience of working with students with varying emotional needs and supporting students in small groups/ on a one to one basis		✓
Experience of delivering evidence based interventions that accelerate learning		✓
Experience of working in a secondary education setting		✓
Mentoring experience		✓
Skills and Abilities		
Excellent communication and interpersonal skills	✓	
Ability to observe, monitor and provide constructive feedback on students' progress to pupils, colleagues and parents	✓	
Able to assist students on an individual basis, in small groups and whole class work	✓	
To be diplomatic and tactful	✓	
Ability to build effective working relationships with pupils, colleagues and parents	✓	
Effective use of ICT to support learning	✓	
Knowledge and understanding of potential barriers to learning		✓
Ability to produce reports and present data		✓
Able to manage the behaviour of children in a positive and supportive manner	✓	
Commitment to the school's ethos, aims and its whole community	✓	
Personal Qualities and Attributes		
Able to demonstrate a flexible approach and work autonomously and on own initiative or as part of a team	✓	
A commitment to pastoral support for all students	✓	
Committed to personal development and willingness to undertake specific training	✓	
Caring, approachable, emphatic and calm	✓	
Ability to react positively in challenging situations	✓	