

## Job Description and Person Specification

<b>Role</b>	Teaching Assistant
<b>Grade and Range:</b>	Grade 3, Points 5 to 7
<b>Department:</b>	Teaching Support
<b>Location:</b>	Ernehale Flying High Academy
<b>Accountable to:</b>	Headteacher
<b>Date last reviewed:</b>	July 2022

### Position Overview

To work under the instruction and guidance of teaching staff and the SENCO to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the classroom, outside the main teaching area and the extended provision, with direct support available from the teacher or the SENCO.

### Main Duties

- Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Planning and providing practical assistance in relation to identified physical needs
- Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establishing a constructive relationship with pupils and interact with them according to individual needs
- Promoting the inclusion and acceptance of all pupils
- Encouraging pupils to interact with others and engage in activities led by the teacher
- Setting challenging and demanding expectations and promote self-esteem and independence
- Providing feedback to pupils in relation to progress and achievement under guidance of the teacher
- Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Using strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assisting with the planning of learning activities
- Monitoring pupils' responses to learning activities and accurately record

achievements/progress as directed

- Providing detailed and regular feedback to teachers on pupils' achievement, progress, barriers to learning etc.
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establishing constructive relationships with parents/carers
- Supporting teaching staff in the carrying out of home visits
- Administering routine tests and invigilating exams and undertake routine marking of pupils' work
- Providing clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc
- Assisting the teaching staff in the smooth transition between educational phases
- Supporting pupils in their learning in all areas of the curriculum.
- Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher
- Supporting the use of ICT in learning activities and developing pupils' competence and independence in its use
- Supporting pupils and teacher during PE and other practical activities.
- Preparing, maintaining and using equipment/resources required to meet the lesson plans/ relevant learning activity and assisting pupils in their use
- Assisting with the supervision of pupils at break times
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher.
- Being aware of and comply with school policy and procedures particularly in respect of Child Protection and Health and Safety
- Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate

#### General Duties

- Be a positive influence on the climate and culture of the Flying High Partnership and be a positive example at all times.
- Be aware of and comply with policies and procedures relating to child protection,

health, safety and security, confidentiality and data protection, copyright etc.  
reporting all concerns to your line manager.

- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall aims of the Flying High Partnership by engaging as an active member of the Central Team.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Be a flexible and supportive member of the team.
- To perform any other task under the reasonable direction of your Line Manager which could include assisting in other areas of the Central Team and schools.

#### Skills and Experience Required:

The following requirements will be assessed through either the Application Form (AF), during the Interview (I) or as part of an Assessment (AST).

	Essential	Desirable
<b>Qualifications</b>		
A good standard of secondary education to GCSE level or equivalent	AF	
A good standard of literacy and numeracy	AF/AST	
Level 3 TA qualification	AF	
<b>Experience</b>		
Working in or have worked in education		AF
Working in or have worked in a role supervising children		AF
Working as part of a team	I	
Ability to suggest improvements to systems and processes	I	
Experience of working in Extended Provision		AF
Experience of handling sensitive information with a high level of professionalism and the highest levels of confidentiality	I	
Illustrating innovative and creative ideas for children's play		AF/I
Basic first aid training/experience		AF
<b>Behaviours</b>		
Excellent communicator	I	
Professional and approachable	I	
Ability to problem-solve as part of a team or working alone	I	

Proactive	I	
Positive attitude	I	
Demonstrates resilience	I	
Can work collaboratively with others and develop good working relationships	I	
<b>Skills</b>		
Excellent verbal communication skills	I	
Excellent written communication skills	AF/AST	
Excellent planning and organisation skills	I/AST	
Excellent time management		
High degree of attention to detail	AST	
<b>Attributes</b>		
Demonstrate an understanding of the Flying High Partnership vision and values and how they will/do align themselves	I	
Committed to own continuing professional development		AF/I
Committed to putting children's education first	I	
<b>Other</b>		
Occasional work outside normal working hours – prior notice given		I
Commitment to get stuck in with Partnership and Trust wide activities		I