**Job Description and Person Specification**

|  |  |
| --- | --- |
| **Role** | Teaching Assistant |
| **Grade and Range:** | Grade 3, Points 5 to 7 |
| **Department:** | Teaching Support |
| **Location:** | Hucknall Flying High Academy |
| **Accountable to:** | Headteacher |
| **Date last reviewed:** | July 2022 |

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

|  |
| --- |
| **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** |
| **Qualifications** | | |
| 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 |  |
| **Experience** | | |
| 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 |
| **Behaviours** | | |
| 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 |  |
| **Skills** | | |
| 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 |  |
| **Attributes** | | |
| 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 |  |
| **Other** | | |
| Occasional work outside normal working hours – prior notice given |  | I |
| Commitment to get stuck in with Partnership and Trust wide activities |  | I |