

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