

Job Description

Post Title:	Learning and Progress Assistant (Teaching Assistant)
Location:	George Spencer Academy
Salary/Pay Range:	NJC03 – NJC05
Hours of work:	Full Time, Term Time only
Reporting to:	Inclusion Leader

Purpose of Role

The Learning and Progress Assistant will be a member of a multi-disciplinary team, the postholder will provide support to students with SEND. This will involve individualised interventions and whole class work in order to support students with their academic and social development.

- Supporting access to learning for students in liaison with the class teacher in order to maximise achievement
- Providing general support in classroom management including students' learning and behaviour
- Providing general care and welfare to students
- Contributing to the overall ethos, work and aims of the school
- Supporting and coordinating provision for students they are allocated as keyworker for.
- Provide where necessary interventions

Nature and Scope

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

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

Main Duties and Responsibilities

Specific responsibilities include:

Support Students by:

- 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 in the classroom.
- Organising and participating in activities at breaks and lunchtimes.
- Play an active part in managing students' behaviour, including monitoring and looking at active strategies to change behaviours.

- To ensure that students are aware of the school's behaviour policy and code of conduct, and support students to comply with them and to understand the consequences of their behaviour.
- To be aware of and respond appropriately to individual student's needs
- To attend to and implement the personal and physical needs of students including health and hygiene matters
- To assist students to learn as effectively and independently as possible, both in group situations and on their own such as clarifying and explaining instructions, hearing students read and encouraging independence
- To ensure students are able to use the equipment and materials and assisting where students are uncertain such as with meanings of words, spelling and presentation
- To motivate and encourage students, and help them to develop their self-esteem and interaction with others
- To maintain awareness and records of student progress, achievement and problems, and provide verbal and written feedback as required
- To participate in reviews for students as required

Support teachers by:

- Monitoring individual student's needs and reporting these to their designated supervisor as appropriate.
- Keep such records of the student's development as required by the school.
- Communicate regularly with teachers about the students who are being supported in additional interventions.
- Work alongside teachers to ensure additional intervention links to curriculum learning goals.
- 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.
- To support teaching staff in respect of planning, preparation, assessment and administration.

Operational

- To establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
- To understand and implement the school's behaviour policy and code of conduct including the issuing of rewards and sanctions within the school's policies and procedures.
- To report as required any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff.
- To liaise with Line Manager, relevant teaching staff and other professionals in making support effective and efficient.
- To assist with fostering good links between home and school.
- To use ICT effectively to support learning activities.

Administrative

- To undertake a range of clerical and administration tasks as required e.g. photocopying, word-processing, filing, emailing and other written communication.
- To ensure that all administrative duties, checks and documentation are completed to the required level of accuracy and within deadlines including returns and reports.
- To input and extract information from other school's database system/s.
- To collate information, statistics and prepare reports as required by line manager, Principal and the Governing Body.

- To maintain both manual and computerised record and filing systems in line with requirements.
- To attend parents' evenings, open days and meetings with parents/carers and other professionals as required.
- To assist in escorting students on educational visits and to participate in extra-curricular activities as required.
- To support students in school and public examinations and tests as required.

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 IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review 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 may be required to carry out other duties as required by the Trust.

The 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

Signature

Date

Person Specification

	Essential	Desirable
Qualifications and experience		
<ul style="list-style-type: none"> • Good standard of education especially with regard to literacy and numeracy skills. • GCSE Maths and English grade C or equivalent • Experience of working with children / young people • NVQ Level 3 or 4 for Teaching Assistants • Previous experience in an educational environment 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓
Knowledge and skills		
<ul style="list-style-type: none"> • Ability to work calmly under pressure • Ability to communicate clearly orally and in writing appropriate to the need to communicate effectively with colleagues, students, parents/carers and other professionals • Ability to work collaboratively with others • Ability to build and form good relationships with students, parents/carers and colleagues • Ability to work within school based systems and specified timelines • Ability to proficiently use office computer software including word processing, spreadsheets, databases and internet systems • SIMS management information system • Academy procedures 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	
Personal qualities		
<ul style="list-style-type: none"> • Excellent interpersonal skills with the ability to maintain strict confidentiality • A diplomatic and patient approach • Initiative and ability to prioritise own work and that of others to meet deadlines • Efficient and meticulous in organisation • Able to follow direction and work in collaboration with the leadership team • Able to work flexibly, adopt a hands-on approach and respond to unplanned situations • Inclusion and a positive, "can do" approach to learning • Ability to evaluate own development needs and those of others and to address them • Commitment to the highest standards of child protection and safeguarding • Recognition of the importance of personal responsibility for health and safety • Commitment to the Trust's ethos, aims and whole community. 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	