

The Heath Family (NW)

Job Description

Post Title	Teaching Assistant
Hours	20 hours per week, Part Time, Term Time Only, Permanent
Salary	NJC Scale Point 5 / 6 (£23,500 - £23,893 FTE) Actual Pro Rata Salary £10,740 - £10,920
Accountable to:	THFNW Trust Board / Head of School / Executive Principle
Line Manager:	Head of School
Accountable for:	School Learning Support
Overall purpose of the post:	
<p>The teaching Assistant will:</p> <ul style="list-style-type: none"> • Work with class teachers to raise the learning and attainment of pupils. • Promote pupils' independence, self-esteem, and social inclusion. • Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement. 	
Duties and Responsibilities	
<p>Teaching and learning:</p> <ul style="list-style-type: none"> • Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND). • Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities. • Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning. • Use effective behaviour management strategies consistently in line with the school's policy and procedures. • Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment. • Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment. • Observe pupil performance and pass observations on to the class teacher. • Supervise a class if the teacher is temporarily unavailable. • Use ICT skills to advance pupils' learning. • Undertake any other relevant duties given by the class teacher. <p>Planning:</p> <ul style="list-style-type: none"> • Contribute to effective assessment and planning by supporting the monitoring, recording, and reporting of pupil performance and progress as appropriate to the level of the role. • Read and understand lesson plans shared prior to lessons, if available. • Prepare the classroom for lessons. 	

Working with staff, parents/carers and relevant professionals:

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher.
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers.
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

Health and safety:

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy.
- Look after children who are upset or have had accidents.

Professional development:

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

Safeguarding:

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Promote the safeguarding of all pupils in the school.

Special Features	N/A
Supplementary Support	<ul style="list-style-type: none">a) Be aware of, and comply with, policies and procedures relating to safeguarding, health and safety, confidentiality, and data protection, reporting all concerns to an appropriate person.b) Be aware of and support difference and ensure all students and staff have equal access to opportunities to learn and develop.c) Contribute to the overall ethos/work/vision and values of The Heath Family (NW)d) Attend and participate in meetings outside of normal working hours.e) Participate in training and other learning activities as required.f) Recognise own strengths and areas of expertise and use these to advise and support others.g) Other duties agreed from time to time by the post holder with their Line Manager.

	h) Play an appropriate part in safeguarding procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional.
Notes:	This job description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

PERSON SPECIFICATION –		
CATEGORY/ITEM	ESSENTIAL	DESIRABLE
Qualifications, Knowledge & Experience		
• Teaching Assistant Level 2 Qualification.	X	
• GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths.	X	
• First-aid training, or willingness to complete it		X
• Experience working in a school environment or other educational setting.		X
• Experience working with children / young people	X	
• Experience planning and delivering learning activities		X
• Good literacy and numeracy skills	X	
• Good organisational skills	X	
• Knowledge of how to help adapt and deliver support to meet individual needs.	X	
• Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils	X	
Skills, Abilities and Personal Qualities		
• Ability to build effective working relationships with pupils and adults.	X	
• Excellent verbal communication skills.	X	
• Active listening skills.	X	
• The ability to remain calm in stressful situations	X	
• Knowledge of guidance and requirements around safeguarding children	X	
• Good ICT skills, particularly using ICT to support learning.	X	
• Understanding of roles and responsibilities within the classroom and whole school context	X	

• Commitment to always safeguarding pupils' wellbeing and equality.	X	
• Enjoyment of working with children.	X	
• Sensitivity and understanding, to help build good relationships with pupils.	X	
• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school.	X	
• Commitment to maintaining confidentiality at all times.	X	
• Resilient, positive, forward looking, and enthusiastic about making a difference.	X	
• Capacity to inspire, motivate and challenge children and young people.	X	
• Suitability to work with children		
• Enhanced DBS clearance is required for this position	X	