



JOB TITLE	Teaching Assistant
GRADE	Grade 3 – (£18,933 - £20,092) per annum, pro rata
HOURS	31.25 hours per week, term time only
	Monday & Wednesday: 8:20 – 3:15 (30 minute unpaid lunch daily) Tuesday, Thursday & Friday: 8:30 – 3:15 (30 minute unpaid lunch daily) Please note the 8:20 start on Mondays and Wednesdays which will enable you to attend staff briefing sessions.

The Westwood Academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect our staff and volunteers to share this commitment.

Job Purpose:

- To support the classroom teacher with their responsibility for the development and education process by providing care and supervision to children/young people, including those who have special educational needs.
- To support identified pupils in classroom environment and 1:1 support ensuring these pupils to achieve their targets.
- IF Required: To undertake the role of a class mentor (form tutor) for which a small additional payment will be made for the mentor sessions taken.

Duties and Responsibilities:

OUTLINE RESPONSIBILITIES AND TASKS

Under the direction and control of the classroom teacher or designated supervisor:

- ◆ Supervise and support the teaching activities of individuals or groups of children/young people to ensure their safety and facilitate in their physical and emotional development.
- ◆ Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children/young people, including those pupils with special educational, physical or emotional needs including children with disabilities.
- ◆ Monitor individual student's progress, achievements, problems and condition, reporting to the responsible teacher as appropriate.
- ◆ Actively engage in the pre-determined educational activities and work programmes at an age and ability appropriate level, including the administration of tests, and the use of information technology as appropriate.

JOB RESPONSIBILITIES AND TASKS MAY INCLUDE SOME OF THE FOLLOWING:

1. Assist the teacher with learning activities in the classroom, preparing or modifying work for an individual working 1:1 or groups of pupils as directed.
2. Prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom.
3. Undertake supervision and discipline of pupils; provide support with within the procedures of the school/service, reporting any difficulties as appropriate.

4. Promote student independence in learning, social and mobility skills, reinforcing the pupil's self-esteem through praise and encouragement.
5. Ensure that pupils are able to safely use equipment and materials provided.
6. Provide support for local and national learning strategies e.g. Year 7 Catch up to include Literacy and Numeracy, specific 1 2 1 and small group programmes of study.
7. Assist with the implementation of programmes designed by other professionals such as educational psychologists, school counsellors, visual impairment and speech & language therapists.
8. Assist the teacher in liaising with other professional staff and reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.
9. Prepare/clear classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of student's work.
10. Provide support to the classroom teacher by undertaking photocopying, filing, data recording etc. as directed.
11. Assist at an appropriate level and within the school's protocols, with the provision of general care and welfare of pupils. Including assisting pupils with disabilities to access all areas of the school.
12. Be aware of and comply with policies and procedures relating to safeguarding, child protection, health and safety and security, confidentiality and GDPR/data protection, reporting all concerns to an appropriate person.
13. Use of ICT in the workplace to include SIMS Database and the CPOMS system where appropriate and as directed for which training will be provided.
14. Support and contribute to the overall ethos/work/aims of the school.
15. Assist with the supervision of pupils outside of lesson times, including before and after school and during lunchtime. This includes assisting at Breakfast Club and other sessions as directed.
16. Assist with group activities within and away from the classroom/school, such as PE, swimming, educational visits.
17. Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training.
18. Attend and participate in relevant meetings as required.
19. Assist the teacher in supporting volunteer helpers or trainee teachers in the classroom.
20. To be accountable for promoting and safeguarding the welfare of pupils responsible for, or who in contact with.
21. Carry out the duties of the post with due regard to the school's equal opportunities policy, safeguarding, data protection, finance and health and safety procedures.
22. Act as an invigilator or reader/scribe during examination periods
23. To undertake supervisory duties (e.g. break and lunchtime) as required
24. Any other duties and responsibilities within the range of the salary grade.

Line Manager/ Responsible to:

SENCO/Assistant Head Teacher

PERSON SPECIFICATION – Teaching Assistant Grade 3

ATTRIBUTES	JOB REQUIREMENTS	For recruitment use only
KNOWLEDGE	<ul style="list-style-type: none"> • Understanding of relevant codes of practice/ and legislation • Thorough knowledge of safeguarding principles and practices in a school environment • Basic understanding of child development and learning • Training in relevant learning strategies • An awareness of the reasons for non-school attendance and school procedures for dealing with this. • An understanding of the Code of Practice. • Understanding of equal opportunities issues and an awareness of what this involves. • Effective record keeping. 	
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Excellent interpersonal skills e.g. communication, active listening. • Skills in managing confrontation • Skills in developing strategies for dealing with conflict • To effectively use ICT and use of other equipment – video, photocopier • Effective communication skills at all levels • To work well with hard to engage parents • Organizational skills to prioritise workload • Skills in liaising effectively with a variety of other agencies • Ability to investigate and collate relevant information • Ability to write clearly, including complex letters and reports • To be aware of one’s influence as a role model and as a representative of the school • To work as a reliable member of a team • To be able to influence others and manage discussions to achieve the desired outcome • To be able to deal with sensitive issues in a confidential manner • To be able to work alone and on own initiative 	
EXPERIENCE	<ul style="list-style-type: none"> • Good basic education, sufficient to enable the construction of clear and accurate oral and written reports. Minimum Grade C or Grade 5 in English & Mathematics • Additional Educational Support Qualification e.g. Certificate in Literacy and Numeracy Support • Working with young people in an education environment, preferably in a secondary school setting • Of safeguarding practices and procedures in a school or educational setting • A proven track record of relevant work with young people. 	