

Job Description and Person Specification



Job Description

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| Job Title | Teaching Assistant |
| Grade | 4 |
| Service | Inspired Pathways (formerly Hospital Education Service) |
| Reports to | Assistant Headteacher |
| Location | Whitmore Park Annexe |
| Job Evaluation Code | |



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

To contribute to improving outcomes for pupils by providing support, guidance and supervision.

Main Duties & Key Accountabilities

Core Knowledge

- Supervise and support the teaching, and related activities, of individuals or groups of pupils to facilitate their learning as well as their social and emotional wellbeing.
- Use appropriate skills to undertake those activities necessary to meet the learning, social and emotional needs of individuals and groups of pupils, including those with Special Educational Needs and Disabilities.
- Monitor individual pupils' progress, achievements and development needs, reporting to the responsible staff as appropriate.
- Take a lead role in the support and progress of identified pupils at Whitmore Park Annexe.
- Assist the teaching staff in the development and implementation of Individual Education and Personal Development Programmes for individuals and groups of pupils

JOB RESPONSIBILITIES AND TASKS MAY INCLUDE SOME OR ALL OF THE FOLLOWING:

1. Assist the teaching staff with the planning of learning activities, preparing or modifying work for individuals or groups of pupils as directed.
2. Use strategies in liaison with the teaching staff, to support pupils to achieve learning goals.
3. Establish constructive relationships with pupils and their parents/carers, providing feedback to them in relation to progress and achievement.
4. Prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom.
5. Promote student independence in learning and the development of social skills, reinforcing pupils' self-esteem through praise and encouragement, setting challenging and demanding expectations and promoting independence.

6. Ensure that pupils are able to safely use equipment and materials provided.
 7. Take a lead role in the support and progress of identified pupils, liaising with other teaching staff, parents/carers and relevant agencies.
 8. Assist the teaching staff in liaising with other professionals and reporting information from/to parents/carers, contributing to meetings to discuss a specific pupil's progress as appropriate.
 9. To administer baseline and other appropriate tests under the direction of the class teacher, as requested.
 10. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
 11. Prepare/clear learning areas as directed before and after lessons, including the preparation of visual aids, and the display and presentation of pupil work.
 12. Provide support to teaching staff by undertaking photocopying, filing, recording and other administrative tasks, as requested.
 13. Assist at the appropriate level, and within the protocols of InspirED Pathways with the provision of general support for the welfare of pupils.
 14. Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety and security, confidentiality and data protection, reporting all concerns to appropriate InspirED Pathways staff.
 15. Support and contribute to the overall ethos/work/aims of InspirED Pathways.
 16. 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.
 17. Attend and participate in relevant meetings, CPD sessions, etc. as required.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

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| External Parents/Carers Social Workers Early Help | Internal Teachers SENCO |
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

N/A

Person specification

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| Job Evaluation Code | |
| Knowledge | |
| Understanding of relevant legislation regarding children and young people with SEND and additional needs | |
| Knowledge of KS3 and KS4 Curriculum | |
| Understanding of effective strategies in addressing academic and pastoral issues. | |
| Knowledge of safeguarding policy and practice | |
| Understanding of GDPR and Confidentiality | |
| Skills and Abilities | |
| Ability to work constructively as part of a team. | |
| Effective skills in using and maximising the potential of ICT software and hardware. | |
| Ability to build positive working relationships with pupils and adults. | |
| Ability to communicate and work constructively with parents and other agencies. | |
| Ability to self-evaluate learning needs. | |
| Ability to work calmly and flexibly in a fast-paced environment. | |
| Experience | |
| Experience of working with Secondary pupils (including those with SEND). | |
| Experience of working in a public-facing role. | |
| Qualifications | |
| Good Literacy and Numeracy skills. | |
| NVQII for teaching assistants or equivalent qualifications and/or experience. | |
| Evidence of continuing professional development. | |

Special Requirements

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

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| Date Created | | Date Reviewed | May 2024 |
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