

Job Description - Teaching Assistant

The Futures Trust and President Kennedy School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Responsible to	College Director
Grade	Grade 3 (pro rata salary £11,831 - £12,555 per annum)
Hours	27.5 hours per week, term time only plus one week (39 weeks)
Location	Based at President Kennedy School

Job Purpose

To support and contribute to the education and development of a named student by providing appropriate opportunities, care and supervision, ensuring that the student is able to safely access all aspects of School life, and is able to achieve their full potential during their time at President Kennedy School.

In the absence of the named student, to work with teachers to support and enhance the teaching and learning of small groups/individual students and ensure students make progress in line with their targets.

Duties and responsibilities

- Liaise with teachers to address the needs of identified students by developing basic skills using resources to complement the learning process and strategies to encourage independent learning.
- Adapt materials to suit individual students with either specific or general learning needs.
- Implement agreed learning activities/teaching programmes using strategies in liaison with the teacher, to support pupils to achieve learning goals.
- Liaise with teachers and other staff at the school, to obtain, exchange and record information on the individual student's progress.
- Responsible for obtaining sufficient student specific information to assist in meeting individual student needs.
- Support the role of parents/carers in student's learning and contribute to meetings with parents/carers to provide constructive feedback on student progress.
- Establish productive working relationships with students providing feedback to them in relation to progress and achievement.
- Promote student independence in learning, social and mobility skills and employ strategies to recognise and reward achievement of self-reliance.
- Support students in social and emotional well-being, reporting problems to the teacher as appropriate.

- Establish and maintain relationships with families, carers and other adults/external agencies, such as speech and language therapists.
- Ensure that pupils are able to safely use equipment and materials provided.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Support and contribute to the overall ethos/work/aims of the school.
- Assist with group/whole class activities within and away from the classroom/school, such as educational visits.
- Attend training sessions in accordance with the requirements of the College Director.
- Undertake general duties, e.g. word processing, preparing and copying where required student assessment reports, instructions, material or documents, photocopying and filing.
- Attend and participate in relevant meetings as required.

Line management

- The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Teaching Assistant are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

Special conditions of employment

Rehabilitation of Offenders Act 1974

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.

If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to

act. Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

The School and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the School and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking Policy

This applies to all School premises and those where School services are provided.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job description reviewed by: Sam Rooke, Deputy Headteacher

Date: June 2020