



INFORMATION FOR CANDIDATES FOR THE POSITION OF TEACHING ASSISTANT

JOB SUMMARY

General: To be part of a team under the direction of the Principal responding to the needs of an individual child or groups of children under the direction of Departmental Heads and teaching staff.

Scale: SCP 2 - 4

JOB CONTENT

Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required. The balance of duties will vary according to the annual timetable allocated and the needs of the student/s being supported.

1. To assist student/s on arrival and departure from school;
2. To assist student/s in the classroom setting and provide general support for the subject teacher;
3. To work on individual programmes with the student/s under the guidance of the SENDCo, subject teacher, or an outside agent.
4. To supervise the movement of student/s in the class and between classes;
5. To work with the student/s on an individual or group basis when required. This may be out of the classroom setting
6. In the case of a student with a medical condition/physical disability to carry out specific instructions as identified by medical professionals to ensure the student's well-being;
7. To supervise during breaks and give assistance where necessary
8. To ensure the physical welfare of students in line with general safety standards.'
9. To participate in Academy activities and attend appropriate staff meetings and in-service training courses;
10. Where appropriate to liaise with parents and professionals and attend reviews as advised by the SENDCo;
11. When requested, to assist departments in general clerical support duties;
13. To undertake such other duties as may be determined from time to time within the general scope of the post. Duties and responsibilities outside the general scope of the post will be required only with the agreement of the postholder.

JOB CONTEXT

Reports to: The postholder will work under the general supervision of the Principal, SENDCo and subject teachers.

Supervises: N/A

Contacts: All staff employed at the Academy, students and parents.

Financial Responsibilities: None

Key Organisational Objectives:

The postholder will contribute to the Academy's objectives in service delivery by:

- ◆ Enactment of Health and Safety requirements and initiatives as appropriate
- ◆ Acknowledging Customer Care and Quality initiatives
- ◆ Assisting in the maintenance of a clean, safe and secure learning environment for pupils and staff.

Terms of Contract: Full-Time. The hours of work may be varied where the requirement for assistance reduces.

Branston Community Academy is committed to safeguarding and promoting the welfare of students and young people and rigorous Child Protection procedures are in place. This post is therefore subject to an enhanced Disclosure and Barring Service (DBS) check.

PERSON SPECIFICATION:

Teaching Assistant

	Essential	<i>Desirable</i>	How assessed*
QUALIFICATIONS			
GCSE English and Mathematics Grade A-C or equivalent.	✓		AF / Cert
Level 2 IT qualification/experience or equivalent.		✓	AF / Cert
NVQ3 qualification or working towards		✓	
Proficient in the use of email and the internet	✓		AF/Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Experience of working with students	✓		AF / IV
A knowledge and understanding of student intervention techniques	✓		AF / IV
Experience of supporting groups of students as well as students on a one to one basis	✓		IV/AF
SKILLS AND ABILITIES			
A high level of communication skills	✓		AF / IV
The ability to adapt to meet the needs of the students	✓		AF / IV
Ability to motivate students, good interpersonal skills	✓		AF / IV
WORKING ARRANGEMENTS AND PERSONAL AVAILABILITY			AF / IV
Flexible with a willingness to adapt working patterns to fit the needs of the Academy.	✓		AF / IV

*Key to how skills are assessed:

AF = Skill assessed via application form

IV = Skill assessed via interview

AT = Skill assessed via test/work-related task

Cert = Certificate checked at interview

The person/s appointed need to have a sympathetic, patient nature and be flexible, helping one or more students in a variety of classroom and/or extraction situations and with a range of different learning approaches.

Previous experience and a recognised qualification relevant to the role and/or a willingness to work towards such a qualification would also be advantageous.

Working hours to be discussed at interview.