



Teaching Assistant

Term time (39weeks/37 hours)

Salary pro rata from NJC2 £25,854- NJC5 £27,030

(Actual salary £22,406 (NJC2) - £23,426 (NJC5))

School Vision and values:

Our school motto is Ever to Excel.

At St Andrew the Apostle School we will:

- Deliver a broad curriculum that promotes academic excellence and exceptional progress across the ability range.
- Foster a spirit of kindness, tolerance and responsibility which will allow each student to grow in character as an individual and as a community member.
- Allow students to excel in sports, music and the arts
- Encourage students to progress to higher education
- Promote a high number of students to study maths, sciences, the classical subjects and languages at university.

Responsible to: Report to the SENCO and work closely with other teaching and support staff.

Job Profile & Person Specification

Closing Date 9am Tuesday 28 May 2024

Core purpose of the Teaching Assistant

The postholder will

- Report to the SENCO
- Work closely with the other TAs
- Complement the professional work of teachers by taking responsibility for agreed learning activities
- Provide support in addressing the needs of students who require particular help to overcome barriers to learning

This will involve planning alongside teachers, preparing and delivering learning activities for individuals/groups and monitoring students and assessing, recording and reporting on students' achievement, progress and development.

DUTIES AND RESPONSIBILITIES

1. Support for Students:

- Use specialist (curricular/learning) skills/training/experience to support students.
- Assist with the development and implementation of learning plans.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all students within the classroom
- Support students consistently whilst recognising and responding to their individual needs.
- Encourage students to interact and work co-operatively with others and engage all students in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to students in relation to progress and achievement.

2. Support for the Teacher:

- Work with the teacher to establish an appropriate learning environment.
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher and SENCO on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- Promote positive values, attitudes and good pupil behaviour, supporting the teacher in dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Administer and assess routine tests.
- Provide general clerical/administrative support e.g. produce worksheets for agreed activities.

3. Support for the Curriculum:

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Implement local and national learning strategies e.g. literacy and numeracy and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Help students to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

4. Support for the School:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Undertake lunch duty as part of daily activities.
- Cover lessons at particularly busy times for the school, but not as a matter of routine unless timetabled.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtime, if required and in agreement with line manager.
- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- To promote equal opportunities at all times.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher and SENCO, to support achievement and progress of students.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Be willing to undertake first aid training and once qualified to administer on a rota basis first aid to staff and students

The post holder will be expected to work flexibly and carry out all duties in compliance with the school and learning Trust policies.

PERSON SPECIFICATION

Qualifications

At least intermediate level qualifications such as GCSE C in mathematics and English or NVQ level 2 and willingness to work towards further qualifications

Experience

Previous experience of working within a secondary school special needs department

Experience of providing educational support to students within a mainstream class, in a small group and on an individual basis

Experience of developing and sharing strategies to meet a specific area of additional need

Experience of planning, developing and reviewing support to meet the needs of individual students

Experience of monitoring, recording and reviewing student progress

Experience of liaising with external agencies

Professional Knowledge and Understanding

Working knowledge of relevant policies/codes of practice and awareness of relevant legislation

Working knowledge of the national curriculum

Awareness of themes underlying Every Child Matters

Awareness of students' diverse needs, backgrounds and aptitudes

Working knowledge of a range of additional needs and strategies that may be employed to overcome barriers to learning

Skills, abilities and personal qualities

Very good numeracy/literacy skills

Good communication skills orally and in writing

Ability to plan effective actions for students at risk of underachieving

Ability to self-evaluate learning needs and actively seek learning opportunities

Ability to use word processing, database packages

Excellent organisational skills and ability to meet deadlines

Ability to work sensitively in partnership with adult colleagues

Ability to work constructively as a proactive team member, understanding classroom roles and responsibilities and own position within these

Desire to undertake further professional development relating to inclusion

Ability to produce and adapt learning materials using ICT

Able to work creatively, flexibly, with enthusiasm and with initiative

Resilience and determination when faced with difficult tasks

Commitment to the protection and safeguarding of children and young people

Closing date for applications: 9am Tuesday 28 May 2024 but we will be reviewing applications as they are received so we encourage early application.

Interviews will be held immediately after candidates are shortlisted. However, we may contact applicants regarding interviews prior to this date.

Notes

The post holder has responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with and to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, while carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to his/her Line Manager or the School's Child Protection Officer.