

## Job Description

<b>Post Title: Teaching Assistant</b>	
<b>Grade: 2.10 pro rata</b>	<b>Hours of Duty: 30 hours per week</b> <b>Fixed Term: 24/07/2018</b>
<b>Directly Responsible to: SENCO</b>	
<b>Directly Responsible for: N/A</b>	
<b>Core Purpose and Accountability</b>	
<p>Teaching Assistants will provide the highest standards of learning support that students may need in order to overcome any barriers that may be preventing them from achieving their true potential. They will ensure students' individual needs are identified and supported to ensure that students have equal access to relevant learning opportunities.</p>	
<b>Key Responsibilities and Tasks</b>	
<p><b>1. Academy Ethos</b></p> <ul style="list-style-type: none"> <li>• To fully support the Academy's vision and values;</li> <li>• To ensure that Ormiston Endeavour Academy and Ormiston Academies Trust is always presented positively within and beyond the academy;</li> <li>• To carry out any duties as reasonably directed by the Principal;</li> <li>• To participate in the academy's policy of appraisal and demonstrate a commitment to your own professional development;</li> <li>• To promote teamwork and motivate staff to ensure effective working relations;</li> <li>• To assist the Principal in shaping the direction of the academy and setting high expectations at all times;</li> <li>• To support the Academy targets relating to behaviour and attendance;</li> <li>• To rigorously adhere to the Academy's safeguarding procedures.</li> </ul> <p><b>2. Support for Learning</b></p> <ul style="list-style-type: none"> <li>• To be accountable to the SENCO,</li> <li>• To fully support the Academy's vision and values</li> <li>• To be an active participant of the Additional Needs team</li> <li>• To work closely with the Student Support for Learning team</li> <li>• To maintain records, monitor progress and provide feedback to class teachers.</li> <li>• To support students through the delivery of in class support, small group sessions, interventions or 1:1 input as appropriate.</li> <li>• To actively develop own expertise and good practice, taking advantage of CPD opportunities in the Academy.</li> <li>• To liaise with staff, parents and other support services and effectively engage them with the school.</li> <li>• To attend review meetings as requested by the SENCO.</li> <li>• To support whole Academy initiatives</li> <li>• To take day to day responsibility for specific interventions agreed with the SENCO</li> <li>• To ensure that Ormiston Academies trust is always presented positively within and beyond the academy.</li> </ul>	

- Actively support the Academy's personalised approach to teaching and learning
- Take an active role in ensuring that all students with SEND are actively supported to overcome their difficulties to learning and achieve their potential.
- Support the implementation of the Academy's policies and procedures with regard to learning, behaviour and vulnerable groups
- Have high expectations and encourage students to fulfil their potential
- Provide regular feedback to class teachers and the student support team on the progress and attainment of students with SEND with regard to differentiation strategies and different learning styles.
- Develop, share and use a range of support mechanisms and strategies to overcome barriers to learning and help students to achieve their potential.
- Support the maintenance and upkeep of appropriate records on individuals and groups of students with SEND to aid the assessment and review of progress and provision.
- Deliver alternative programmes where appropriate, in liaison with the SENCO
- Implement and support the Academy's procedures to ensure that all students are safeguarded effectively

**This is not a comprehensive list of all tasks that may be required of the postholder. They will be reviewed at regular intervals and are subject to change as the needs of the academy evolve.**

## Person Specification for Teaching Assistant

- Experience:**
- Experience working with children of relevant age;
  - Full working knowledge of relevant policies/codes of practice and general awareness of relevant legislation;
  - Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment;
  - Working knowledge of national curriculum and other relevant learning programmes;
  - Understanding of principles of child development and learning processes and in particular, barriers to learning;
  - Ability to plan, with support, effective action for pupils at risk of underachieving.
- Qualifications or Training:**
- GCSE Maths and English desirable;
  - NVQ or equivalent qualification or experience essential;
- Practical Skills:**
- Necessary skills to manage classroom activities and the physical learning spaces safely;
  - Have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations;
  - An ability to use own initiative, work independently, motivate and inspire with a creative approach to problem solving;
  - Organise and keep effective records;  
Ability to raise self-esteem in children;
  - Excellent communication skills, both verbal and written;
  - Good interpersonal skills with children and adults;
  - The ability to critically evaluate own performance;
  - Flexible with effective time management skills;
  - Willingness to utilise the possibilities of ICT in the development of the post.
- Personal Qualities & Attributes:**
- Ability to relate well to children and adults;
  - Calm and patient with children;
  - Ability to work within a team;
  - Enthusiastic and flexible;
  - Ability to smile when things don't quite according to plan.