

# Job Description

**Role:** Secondary Teaching Assistant

**Accountable to:** SENDCo

**Salary:** Scale 3, Spinal Column Points 7 - 10: £22,292 - £23,471 per annum (Pro Rata £18,841 - £19,838)

**Contract Type:** Permanent, Term Time only

**Working Hours:** 36 hours per week, 8:20am - 4:20pm with a 50 minute lunch break  
(25minutes of one lunch break per week will be used to do a lunchtime club)

## Teaching Assistants are required to:

- Work for 195 days each year (39 weeks), term time only
- Attend staff training (INSET) days
- Assist in lunchtime supervision or lead lunchtime club
- Working under the direction of the SENDCo with regard to the Academy's equal opportunities policies and shared values.

## General Teaching Assistance

- To work with pupils providing help and guidance in class, in a group or with individuals.
- To work under the guidance of the class teacher, at all times respecting the ethos of the classroom and the Academy.
- To contribute ideas and expertise to planning and review of lessons and activities for the class, a group or individual pupil.
- To use one's own initiative in adapting and following up work for pupils whilst understanding that the class teacher retains responsibility for learning.
- To discuss with the class teacher and / or SENDCo any matters of concern, which arise for or from any pupil or pupils.
- To communicate with a pupil's parents/ carers having obtained permission from the class teacher, SENDCo or Headteacher as appropriate.
- To develop a positive and professional relationship with pupils in order to promote their progress both socially, emotionally and academically using praise and positive reinforcement at all times.
- To promote good behaviour at all times. Take shared responsibility for ensuring that all pupils' behaviour is well managed to support learning and the well-being of all pupils, using praise and positive reinforcement wherever possible.
- To help to support the safety, security, comfort and wellbeing of pupils throughout the Academy.
- To attend external and internal training and staff development opportunities in order to develop new skills and keep abreast of new developments.
- To help make, maintain and organise resources for learning, including practical equipment and quality displays.
- To complete First Aid training and administer First Aid when appropriate.

## Supporting Pupils who require Learning Support

- To be familiar with the needs of pupils who require learning support as advised by the class teacher and SENDCo.
- To liaise with the class teacher and SENDCo in contributing to and agreeing the specific plans for pupils who require learning support.
- Carry out interventions in groups, or one to one, as advised by the SENDCo.
- Carry out assessments in groups, or one to one, as advised by the SENDCo.
- To know and support the targets identified in the specific plans of pupils who require learning support.

- To make observations of pupils' wellbeing, progress and behaviour in the Academy, in class and at break time and discuss these observations with the SENDCo.
- To support pupils' physical needs, where necessary, as advised or requested by the SENDCo. This may include help with dressing, medication and with toilet or mobility assistance.
- To liaise with support agencies such as the Educational Psychologist, Speech Therapist, specialist teachers, and attend multidisciplinary meetings in order to support a co-ordinated response to pupils' special needs.
- To produce written feedback and reports on the progress and wellbeing of pupils with special needs as required by the class teacher, Headteacher or inclusion manager.
- To attend external and internal training and staff development opportunities in order to better understand and be able to respond to pupils who require learning support.
- Administer medication which, apart from asthma medication, will be given only upon written instruction from the Headteacher after agreement with and written instructions from the pupil's parents/carers.

### **Support for Individual Pupils**

- Assist with the development and implementation of individual education and personal care plans.
- Promote the inclusion and acceptance of the pupil.
- Encourage the pupil to act independently as appropriate.
- Encourage the pupil to interact with others and engage in activities led by the teacher or other colleagues.
- Supervise and support him/her ensuring their safety and access to learning.
- Establish a good relationship with the pupil and be aware of and respond appropriately to his/her individual needs in accordance with Academy policies.
- Attend to the pupil's personal needs and implement related personal programmes, including social, emotional, physical, hygiene, first aid and welfare matters.
- Be proactive, resourceful and creative in identifying, developing and responding to opportunities which will encourage the pupil's learning and development.

### **General School Maintenance**

All staff at St Matthew Academy contribute to the efficiency, organisation and success of the Academy. For Teaching Assistants this relates in particular to:

- Taking responsibility for organisation and maintaining a quality learning environment.
- Use any specific skills or expertise where possible to better the opportunities of the pupils at the Academy.
- Support the SENDCo or Senior Leadership Team on other tasks, if and when requested including working across the Academy phases.

# Person Specification

## **BE ABLE TO:**

- Communicate clearly orally and in writing.
- Spell accurately and write legibly.
- Carry out calculations using the four rules of number (at least GCSE standard).
- Work flexibly and to recognise the specific demands of the school environment.
- Work as part of a team and independently.
- Take initiative, identify and solve problems.
- Deal sensitively and effectively with people.
- Find and use relevant information and refer to appropriate sources of information.
- Respond appropriately to children in a school environment.
- Follow the Safeguarding and Equality policy.
- Understand, abide by, contribute to and promote all Academy policies.
- To comply with GDPR.

## **HAVE HAD EXPERIENCE OF:**

- Working in a school or other education setting supporting learners.
- Working with a diverse range of clients/customers.
- Taking responsibility and using own initiative.
- Using ICT confidently.

## **HAVE KNOWLEDGE OF:**

- How equality of opportunity can be supported and promoted through this post.
- How to support children's development in all areas of learning.
- First aid procedures (training will be given if the post holder does not currently have a first aid certificate).