

Brighter Futures Learning

Partnership Trust

**APPLICATION INFORMATION**

Contents:

**Job Description**

**Person Specification**

**How to Apply**



Job Description

**JOB TITLE: Teaching Assistant**

**BAND: 5, Scale Points 4-6**

**RESPONSIBLE TO: SENDCO**

**Post Description:**

* Complement the professional work of teachers within the appropriate department by taking responsibility for agreed learning activities under an agreed system of supervision.
* Advance students’ learning in a range of classroom settings, including working with individuals and small groups.
* Undertake work/care/support programmes to enable access to learning for students.

**Main Duties and Responsibilities:**

**General Responsibilities:**

* Be committed to safeguarding and promoting the welfare of children and young people within the school.
* Act in a loyal and professional manner around the school and to contribute to the overall ethos/work/aims.
* 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.
* Aware of and support difference and ensure equal opportunities for all.
* Contribute to reports, written or verbal, as deemed necessary by the SENDCO.
* Attend and support appropriate meetings/courses and to undertake any training as deemed necessary, in order to keep abreast of development.
* Assist with the supervision of students out of lesson times, including before and after school and at break or lunchtime, e.g. clubs, extra-curricular activities.
* Support administrative tasks within the department as directed by the SENDCO/Assistant SENDCO.

**Specific Responsibilities**

**Support for Students**

* Establish productive working relationships with students, acting as a role model and setting high expectations
* Support the implementation of Education Health care plans and SEND Support plans
* Provide information and advice to enable students to make choices about their own learning/behaviour/attendance
* 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 cooperatively with others and engage all students in activities
* Promote independence and employ strategies to recognise and reward achievement of self-reliance
* Use specialist skills/training/experience to support students
* Support the supervision of students excluded from, or otherwise not working to, a normal timetable
* Challenge and motivate students, promote and reinforce self-esteem

**Support for the Teacher**

* Support appropriate learning environment and resources
* Within an agreed system of supervision, deliver challenging teaching and learning objectives and adjust lessons/work plans as appropriate
* Provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence
* Support the recording of progress and achievement in lessons/activities
* Contribute to the implementation of appropriate behaviour management strategies
* Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
* Invigilate exams/tests related to the specialist subject as required
* Adaptation of lesson resources as required
* Support the maintenance of purposeful, orderly and productive working environment
* Promote the health and safety and good behaviour of students at all times
* Support students’ access to learning using appropriate strategies, resources, etc.
* Work with other staff in planning, evaluating and adjusting learning activities as appropriate
* Monitor and evaluate students’ responses and progress against action plans through observation
* Supporting the role of parents in students’ learning and contribute to meetings with parents to provide constructive feedback on student progress/achievement, etc.
* Support constructive relationships with parents/carers, exchanging information, facilitating their support for their child

**Support for the Curriculum**

* Deliver learning activities and national learning strategies to students within agreed system of supervision in specialist area and adjusting activities according to student responses/needs
* Select and adapt resources necessary to support learning activities, taking account of students’ interests and language and cultural backgrounds
* Determine the need for, prepare and use specialist equipment, plans and resources to support students
* Implement agreed learning activities/teaching programmes, adjusting activities according to students’ responses/needs

**Essential and Desirable Requirements**

**Experience:**

**Essential**

* Previous experience of working with young people

**Desirable**

* Experience of computerised systems
* Experience of working within a secondary school environment
* Previous experience with children with special needs

Qualifications:

**Essential**

* Numerate GCSE (A-C, including maths and English) or equivalent
* Literate GCSE (A-C, including maths and English) or equivalent
* Willingness and ability to obtain and/or enhance qualification and training for development in the post as and when appropriate

**Desirable**

* Evidence of continuous professional development

**Evidence**

* Application Form
* Certificates

Knowledge/Skills:

**Essential**

* Excellent written and verbal communication skills
* Issues relating to the safeguarding and welfare of children.
* Excellent communication and listening skills
* Confidence in working with standard computer packages (word processing, email and spreadsheets) and supporting students in the use of ICT
* Ability to prioritise and manage own workload to meet appropriate deadlines
* Efficient and effective organisational skills
* Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues
* Understanding of child safeguarding procedures.

**Desirable**

* Current educational issues and barriers to learning
* Basic understanding of how to teach literacy and numeracy

**Evidence**

* Application Form
* Interview
* References

Personal Qualities:

**Essential**

* Excellent interpersonal skills
* An ability to establish positive relationships with young people
* Commitment to teamwork and establishing positive professional relationships
* Efficient and effective organisational skills
* Sound judgement, tolerance, and respect of others
* Confident and enthusiastic
* Reliable
* Used to working on own initiative
* Flexible and adaptable

**Evidence**

* Letter
* Interview
* Reference

This document sets out the key elements of the post. Consultation about this job description/person specification may be initiated by the Headteacher or his/her nominated representative or by the post holder. Changes will only be made after such consultation has taken place.

**These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post, without changing the general character of the post. Dependant on need, you may be deployed across the Trust**



**How to Apply**

Thank you for considering joining our trust. If you feel you are the person we are looking for, please complete a Brighter Futures Learning Partnership Trust application form **(CV’s will not be accepted for this post)** and add a concise letter of no more than two sides of A4 addressing the following:

* why you are applying for this position
* how your experience to date will enable you to successfully take on the role.

Closing date for applications is 9am 6 May 2024

Interviews will be held 9 May 2024

**\*Please note that if you have not been contacted by 4pm 7 May you have not been shortlisted for interview.**

**Good luck with your application**

