



## **JOB DESCRIPTION**

**Job Title:** Supply Teaching Assistant

**Grade:** Grade D : PT 5 - 6

**Job Location:** Hope Wood Academy

**Responsible to:** The Head of Academy

### **Purpose of Job:**

- To meet the educational, social and care needs of a range of students, across a range of special needs including severe or profound learning difficulties, complex medical needs, challenging behaviour and ASD.
- To support and assist teachers as part of a professional team to contribute to raising standards of pupils' achievement and to undertake a range of learning activities under the professional direction and supervision of qualified teachers and/or senior colleagues, in line with the academy's policies and procedures.

### **Principal Responsibilities**

- Providing support for pupils, teachers and the whole academy as outlined below.

### **Main Duties**

#### Support for the Teacher

- Raising awareness to teaching staff of the strengths and areas for improvement of individual pupils
- Assisting teaching staff in the monitoring, recording and evaluation of pupil's progress, including providing feedback on observations undertaken.
- Assisting in the assessment of individual pupils.
- Liaising with teaching staff, to identify the needs of the pupils.
- Assisting in the preparation and review of individual pupil targets and co-ordinating relevant information.
- Setting up and using equipment as required to maintain pupils' needs and support their participation in learning tasks and activities.
- Providing support to teachers in developing effective approaches to manage behaviour and discipline difficulties.
- Assisting in behaviour management of pupils, following behaviour plans and applying strategies as identified for individual pupils.
- Raising the awareness of academy staff to pressures on pupils which may result in behavioural problems.
- Assisting in the setting of behaviour targets, communicating behaviour plans with other staff and monitoring their effectiveness

- Assisting in compiling and maintaining pupils' records.
- Assisting in the review of the statement.
- Carrying out appropriate schemes of work and programmes set by the teaching staff for pupils and to assist in the preparation of learning materials for this purpose.
- Managing the planning and programming of specific educational activities for the pupils.
- Working effectively with other academy staff in establishing routines for students
- Assisting with the teaching of whole class, groups and individuals as required.
- Assisting in the preparation of work and other activities for pupils in accordance with objectives set by teaching staff.

#### Support for the Pupil

- Using specialist knowledge to support pupils.
- Working with pupils on individual targets set by teaching staff.
- Working with individuals and groups to support learning activities and develop behaviour for learning
- Undertaking duties in connection with personal hygiene and welfare of pupils as directed by the teaching staff as appropriate
- Assisting in the provision of activities for the fullest development of the pupils which may involve work outside the academy base and in other learning environments located off site.
- Under the direction of teaching staff or senior colleagues, working independently with individual pupils or groups of pupils where necessary.
- Provide support for students with a range of SEN, as required by students and/or directed by teaching staff
- Delivering relevant therapies under the direction of a multi-disciplinary team, including the use of specialist equipment
- Contributing to the preparation of individual pupil risk assessments as required
- Applying considerable knowledge and understanding of the curriculum, age range, or SEN as determined by the SEN Code of Practice or the particular needs of the academy pupils.

#### Support for the Academy

- Participating in meetings to review pupil progress and reporting to the meeting as required, on involvement with pupils.
- Liaising with educational and health specialists, and outside agencies as required.
- Supporting the senior management team in deployment and/or mentoring of TA trainees and volunteers.
- Liaising with parents regularly regarding behavioural issues for identified students
- Contributing to the whole academy's Self Evaluation process.
- Consistently implementing the academy's behaviour management system

#### General Requirements

- Attending and participating in training and development activities as required.
- Participating in schemes of assessment, professional development and review.
- Assisting teaching staff or senior colleagues in escorting pupils home as and when required, as directed by the teaching staff.
- Attending meetings, liaising and communicating with colleagues in the academy, outside agencies and other relevant bodies.
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the academy

- Undertake additional duties and responsibilities commensurate to the role, as directed by the Head of Academy and senior staff

#### Professional Values and Practices

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
- In line with the academy's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within academies policies and procedures and being aware of legislation relevant to personal role and responsibility in the academy.
- Recognising equal opportunities issues as they arise in the academy and responding effectively, following academy policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the academy.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Ascent Academies' Trust records and information.

The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies.

The post holder must comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.

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