Northern Education Trust – Job Description

Job Title:	Teaching Assistant Level 4		
Base:	Academy		
Reports to:	Business Manager	**Grade:**	NJC 8-11
Service responsibility:		**Salary:**	£20,493 - £21,748 (FTE, Salary to be pro rata)
Additional:	Some travel may be required across NET sites.	**Term:**	

JOB PURPOSE

- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision, for all pupils, including those who need particular help in overcoming barriers to learning
- This will involve planning, preparing and delivering learning activities for individuals/groups or whole classes for P.P.A. or short-term absences
- This will include monitoring pupils and assessing, recording and reporting on pupil's achievement, progress and development
- Maybe responsible for the management and development of a specialist area within the school and/or management of other teaching assistants including allocation and monitoring of work, appraisal and training

SUPPORT FOR THE PUPIL:

1. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils learning
2. Establish productive working relationships with pupils, acting as a role model and setting high expectations
3. Develop and implement individual education/ behaviour plans
4. Promote the inclusion and acceptance of all pupils within the classroom
5. Support pupils consistently whilst recognising and responding to their individual needs
6. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
7. Promote independence and employ strategies to recognise and reward achievement of self-reliance
8. Provide feedback to pupils in relation to progress and achievement

SUPPORT FOR THE TEACHER:

1. Organise and manage appropriate learning environment and resources
2. Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
3. Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
4. Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
5. Systematically record progress and achievement in lessons/activities

6. Work within the established expectations system to anticipate and manage behaviour constructively, promoting self-control and independence
7. Supporting the role of parents in pupils learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
8. Administer and assess/mark tests and invigilate examinations/tests
9. Produce of lesson plans, worksheets, plans etc.
10. Assist the teaching staff in the smooth transition between educational phases

SUPPORT FOR THE CURRICULUM:

1. Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
2. Deliver local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of pupil's skills
3. Use IT effectively to support learning activities and develop pupil competence and independence in its use
4. Select and prepare the resources necessary to lead learning activities, taking account of pupil interests and language and cultural backgrounds
5. Advise on appropriate deployment and use of specialist aid/resources/equipment

SUPPORT FOR THE Academy:

1. Comply with and contribute to the development of all Trust / academy policies and procedures
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
3. Contribute to the overall ethos/work/aims of the Academy
4. Actively promote the NORTHERN model of school improvement to promote excellent outcomes for all children across the work of the Academy
5. Model the 'Vision and Values' of the Trust and Academy
6. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
7. Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
8. Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
9. Plan, lead and contribute to the identification and execution of appropriate out of academy learning activities which consolidate and extend work carried out in class
10. Being a member of the school/unit management team
11. Assist with organisation and accompany teaching staff and pupils on visits, trips and out of school activities as required
12. Attend all relevant team/staff/academy meetings
13. Lead, plan, deliver and participate in training and other learning activities and performance development as required
14. Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
15. Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory

GDPR

16. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

General

1. To participate in wider academy meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed: …… Date: ……..