

## Job Description

<b>Job Title:</b>	<b>Enhanced Teaching Assistant</b>
<b>Scale:</b>	Grade 5, SCP 7-12
<b>Hours:</b>	37 hours per week.
<b>Contract type:</b>	Temporary, Term Time
<b>Location:</b>	Brandon Primary Academy
<b>Responsible to:</b>	Headteacher/ SLT
<b>Focus:</b>	<ul style="list-style-type: none"> <li>To contribute to the delivery of the national curriculum and provide support for pupils, the teacher and the school in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes.</li> <li>To work collaboratively with teaching staff in the whole planning cycle and the management/preparation of resources. Also to deliver learning to individuals, small groups and whole classes.</li> <li>To encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.</li> </ul>
<b>Duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>Plan, prepare and deliver learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of individual pupils.</li> <li>Be aware of and work within school policies and procedures.</li> <li>Assess, record and report on development, progress and attainment as agreed with the teacher.</li> <li>Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher.</li> <li>Plan and evaluate specialist learning activities with the teacher, including writing reports and records and providing focussed personalised provision as required.</li> <li>Select and adapt appropriate resources/methods to facilitate agreed learning activities.</li> <li>Maintain a clean, safe and tidy learning environment.</li> <li>Ongoing guidance and support of pupils in their social development and their emotional well-being, reporting problems to the appropriate person.</li> <li>Supply specialist support with direction and guidance from teaching staff, allowing pupils to access the curriculum and participate fully in school activities.</li> <li>Under the guidance of a teacher support the role of parents/carers, in pupils' learning and contribute to meetings with parents/carers to provide constructive feedback on pupil progress/achievement etc.</li> <li>Contribute to the development of policies and procedures.</li> </ul>
<b>Enhanced Teaching Assistant responsibilities:</b>	<p>Enhanced Teaching Assistants are expected to undertake at least one of the following:</p> <ol style="list-style-type: none"> <li>Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties (SEND).</li> <li>Provide specialist support to pupils where English is not their first language.</li> <li>Provide specialist support to gifted and talented pupils.</li> <li>Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).</li> </ol> <p>(Staff must demonstrate specialist skills relevant to their role in (a-d) above)</p> <ul style="list-style-type: none"> <li>Contribute to whole school priorities and developments under the guidance of school leaders in areas of interest such as subjects e.g. phonics or strategies e.g. wellbeing</li> <li>Establish and maintain relationships with families, carers and other professionals, e.g. speech therapists.</li> <li>Provide short term cover of classes on a regular timetabled basis planned by the teacher. The normal expectation on a weekly basis would be to cover half a day per week and could also provide cover on a non-timetabled basis, usually within own class.</li> </ul>

	<ul style="list-style-type: none"> <li>• Supervise the work and development of other classroom staff as appropriate:</li> <li>• Be responsible for the preparation, maintenance and monitoring of stocks of materials and resources.</li> <li>• Invigilate examinations and tests.</li> <li>• Accompany teaching staff and take responsibility for pupils on visits, trips and out of school activities as required.</li> <li>• Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes but not as a Supervisory Assistant.</li> <li>• Prepare and present displays.</li> <li>• Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas.</li> <li>• Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.</li> <li>• Provide pastoral care to children.</li> <li>• Support pupils to develop their skills of independence, resilience and confidence.</li> <li>• Contribute to the development and implementation of support plans and EHCP's, including attendance at, and contribution to, reviews as required.</li> <li>• Work with pupils not working to the normal timetable.</li> <li>• Support the use of ICT in the Curriculum.</li> </ul>
<p><b>First aid:</b></p>	<ul style="list-style-type: none"> <li>• Take the lead in first aid situations and in the event of accidents/incidents/medical emergencies to ensure that the needs of children are met and their care, wellbeing, safety and health are maintained (Training will be provided where necessary)</li> <li>• Complete accident forms and other school identified documentation to ensure all school medical, health and wellbeing policies are followed appropriately and communication is maintained with parents and appropriate professionals.</li> <li>• Provide first aid, if appropriate, ensuring timely referral to the health service in emergency situations.</li> <li>• Follow all school medical/health policies, to complete first aid training as required and ensure that records are kept up to date.</li> <li>• Receipt and administration of medication as described in the school's medication policy. To include communication with parents.</li> <li>• Create, review and update individual care plans taking account of the advice of medical professionals and then ensure that they are followed and kept up to date.</li> <li>• Report any issues or concerns to the lead first aider and follow advice where required.</li> </ul>
<p><b>General:</b></p>	<ul style="list-style-type: none"> <li>• Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through your role within the structure.</li> <li>• To model the values, ethos and vision of the Trust.</li> <li>• To contribute to the overall ethos, work and aims of the Trust.</li> <li>• To maintain at all times the utmost confidentiality with regard to all records, personal data relating to staff, pupils and other information of a sensitive or confidential nature.</li> <li>• Attend relevant meetings as required.</li> <li>• Be aware of and comply with policies and procedures relating to safeguarding, child protection, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times.</li> <li>• Be aware of, and support, difference and ensure that all pupils have access to opportunities to learn and develop.</li> <li>• Maintain good relationships with colleagues and work together as a team.</li> <li>• Appreciate and support the role of other professionals.</li> <li>• To attend any training courses relevant to the post, ensuring continuing, personal and professional development.</li> <li>• Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.</li> </ul>

## Job Description and Person Specification



<b>Special conditions:</b>	<ul style="list-style-type: none"><li>• The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.</li><li>• The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.</li><li>• The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of Health &amp; Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.</li><li>• To carryout duties with full regard to the Trust's Equal Opportunities and Dignity at Work Policy.</li><li>• An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before any appointment can be confirmed.</li></ul>
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**The above duties and responsibilities are not an exhaustive definition of all the tasks associated with the post.**

## Person Specification

Criteria		Essential	Desirable
<b>Application</b>	Application form and a well-structured letter of application indicating interests.	*	
	Fully supported in references.	*	
<b>Qualifications and Professional Development</b>	A Teaching Assistant qualification at NVQ Level 3 or its equivalent.	*	
	5 GCSEs A*-C including English and Maths (or equivalent).	*	
	Ability to use ICT as a learning tool.	*	
	Commitment to further study including any in-service training during the last three years.	*	
<b>Experience</b>	Ability to demonstrate high standards student support.	*	
	Knowledge of a wide range of SEND difficulties and their impact on learning.	*	
	Knowledge of the use of data to inform planning, measuring progress and to aid target setting and improving performance against identified outcomes.		*
	Experience of multi-agency working and liaison with outside agencies and the Educational Psychology Services.		*
	To have knowledge or experience of 'Restorative Practices' to resolve behaviour issues with students.		*
<b>Qualities &amp; Values</b>	A drive to make learning fun, engaging and exciting.	*	
	The ability to inspire others and share good practice.	*	
	Good communication skills with the ability to relate effectively to all ages and abilities.	*	
	A commitment to promoting inclusion.	*	
	Ability to provide and present evidence for statutory assessment and annual reviews.	*	
	Ability to provide advice to school staff and liaise with parents/carers.	*	
<b>Personal Attributes</b>	Ability to work under pressure and retain a sense of humour.	*	
	Ability to work as team member to achieve common goals.	*	
	Initiative, energy and perseverance.	*	
	Enthusiasm and self-confidence.	*	
	Personal presence and impact.	*	

*Assessment against the criteria outlined above will be through the Application Form, Letter of Application, Interview Process and References. Any relevant issues from references will be taken up at interview.*