

Job Description

Position Details

Job Title: Teaching Assistant

Job Level: GR2 Point 3

Directorate: Thrive Education Partnership

Department: Education

Location: Kingsbury Academy

Type of Contract: Permanent

Salary: £18,562 fte (actual £14,451)

Hours: 32.5 per week term time only (39 weeks)

Reports to: Class Teacher

Purpose of Job:

To support and assist the class teacher in the daily management and education of the pupils with regard to agreed national, organisational, local and school policies and procedures.

Impact:

No line management responsibility

Financial Responsibility:

No budget responsibility

Decision Making Responsibility:

Understands organisational practice and requirements relating to own work area and uses this to improve outcomes

Main Accountabilities:

- To work as part of the classroom team, supporting colleagues as necessary, both within the class team and across the whole school. To work under the direction of the Class Teacher and the School Leadership Team.
- To help provide a safe and happy environment in which the pupils can learn in line with the school's vision and values.
- To keep abreast of current trends and developments in education by reading, attending school in-service training and courses and to share information with colleagues and to gain the skills required to support children with a range of SEN.
- To assist with the preparation of the classroom and tidying up of the classrooms and maintenance of equipment after each session as well as preparation of learning resources under the direction of the class teacher.
- To help carry out the individual programmes of pupils as agreed with the class teacher, keeping records as required including marking of pupils' work and maintenance of learning journals and exercise books.
- To contribute to the systems of recording pupils progress and attainment.
- To assist in the transferring of students and in their personal care.
- To assist in carrying out therapy programmes as required.
- To record and report any matters of concern to the class teacher.

- To help organise and participate in activities such as swimming and outings.
- Following training and competence assessment, to assist in the administration of medication during the school day.
- To assist in maintaining a high level of hygiene in the school, particularly in the classroom and toilet areas.
- To attend and participate in meetings and training as required and directed.
- To greet children, parents, and visitors to the school in a cheerful and courteous manner.
- To maintain confidentiality both in and out of the school.
- To be familiar with and follow Kingsbury Academy policies and procedures.
- To take on such other reasonable duties and responsibilities as are from time to time required.
- On occasion to represent Kingsbury Academy and to promote our vision and aims in a positive manner.
- To adhere to all Kingsbury Academy policies and procedures

General

The following points are common to all job descriptions:

1. Undertake any other duties commensurate with the post

2. Adhere to all Kingsbury Academy policies and procedures

Person Specification

Please note all criteria are essential unless otherwise stated

1 Specialist Knowledge, Skills and Experience

1.1 Experience of working with children or young people

1.2 Commitment to the education of pupils with special needs including learning disabilities, autism and communication difficulties and belief that all young people should be supported to be able to achieve their utmost, including undertaking and learning new skills.

1.3 Resilience in working to overcome challenges.

1.4 To be committed to supporting the school to maintain Good to Outstanding learning, teaching and assessment and pupil outcomes.

Desirable

1.5 Experience of working with individuals who have a disability

1.6 Experience of working within a school

1.7 To be qualified in English and Maths to minimum standard of GCSE (or equivalent).

1.8 Experience in Makaton signing.

2 People management skills/ team working skill

2.1 Ability to develop effective and supportive relationships with colleagues.

3 Planning and Organisational skills

3.1 Ability to organise time effectively, prioritise workload and meet deadlines.

4 Problem-solving and creative skills

4.1 Ability to take responsibility for own actions and make decisions without referring to others on occasions.

4.2 Ability to remain calm and self-controlled under pressure.

4.3 Ability to be proactive, enthusiastic and committed by taking ownership to ensure tasks are delivered

5 Communication skills

5.1 Ability to communicate effectively, both verbally and in writing.

5.2 Ability to differentiate style of communication to suit the audience, in particular with children and young people

6 Equal Opportunities

Ability to understand and demonstrate commitment to Kingsbury Academy's Equal Opportunities Policy and to ensure all activities are consistent with the Equal Opportunities Policy. This includes all staff activities and their interface with the general public.

7 Special Conditions

7.1 Must be prepared to travel and attend meetings and training as required which could involve occasional overnight stays.

7.2 Disclosure and Barring Service check will be required for this position.

7.3 This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role

Kingsbury Academy is committed to safeguarding and promoting the welfare of young children and people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

Safeguarding is everyone's responsibility. Safeguarding is about preventing and stopping both the risks and experience of abuse or neglect, while at the same time making sure we promote people's wellbeing.

It is fundamental to high quality health and social care services. You must always be vigilant in your role and if you are concerned about a child or vulnerable adult report your concerns immediately following the processes set out in the Kingsbury Academy child and adult protection procedures.