# FAIRFAX
## MULTI-ACADEMY TRUST

**JOB DESCRIPTION**
**TEACHING ASSISTANT**

**POST HOLDER**

**DEPARTMENT**             SEND

**RESPONSIBLE TO**         Assistant Head Teacher for SEND

**LINE MANAGEMENT OF**     **N/A**

**WORKING HOURS**          37 hours (Mon to Thurs 8am to 4pm and 8am to 3.30pm Friday)

**SALARY**                 FMAT SC5

**HOLIDAY ENTITLEMENT**    Term Time Only (A paid entitlement 25 days' annual leave and eight statutory holidays are included in the salary)

**JOB PURPOSE**

To contribute to the development of SEND provision across the academy with an emphasis on developing pupils emotional and mental well-being; access to academy life; academic outcomes and preparation for adulthood.

**MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THIS POST**

**SUPPORT FOR PUPILS**

- Develop positive and supportive relationships with pupils
- Be aware of the differing needs of pupils and how to tailor your support to each pupil
- Adopt the role of a Key Worker for identified students with SEND, which will require:
    - Strong relationships with pupils and parents/carers
    - Regular communication and strong relationships with both pupils and parents/carers
    - Development of comprehensive One Page Profiles
    - Development and review of targets for pupils termly
    - Liaise with teaching staff in regard to changing needs
- Supervise and provide tailored support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and relevant plans to support individuals
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement
- Support pupils in accessing the curriculum, including developing literacy and numeracy skills

**SUPPORT FOR THE TEACHER**

- Have a sound knowledge and/or experience of the National Curriculum
- Use tailored quality first teaching strategies, in liaison with the teacher, to support individual pupils to achieve their end of year age related expectations
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Liaise with the teacher to support a specific group of students in the classroom
  - Provide regular updates to the teacher
  - Contribute to the marking of students' books

**SUPPORT FOR THE CURRICULUM**

- Undertake structured and agreed learning activities/teaching programmes adjusting activities according to pupil responses and assessment throughout the activities
- Undertake programmes of intervention, recording achievement and progress and feeding back to the teacher/appropriate member of staff
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
- Assist in the display and presentation of learning cues and pupils work inside and outside of the classroom environment as required
- Assist with access arrangements for students and adhere to all examination protocols throughout formal assessment

**SUPPORT FOR THE SCHOOL**

- Assist with the supervision of pupils out of lesson times, including break and at lunch time as required
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Be a role model for pupils and colleagues in terms of behaviour and attitude
- Be punctual and professional at all times
- Maintain confidentiality

**GENERAL**

- Promote and safeguard the welfare of pupils you come into contact with.
- Be aware of and comply with policies and procedures relating to safeguarding; health, safety and security; confidentiality and data protection; reporting all concerns to the appropriate person
- Be aware of, support and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- To comply at all times with requirements of Health & Safety at Work Act 1974 and school's Health & Safety policy statement
- Participate actively in training, other professional development learning activities and performance development as required

I have read and accepted this job description:

NAME:

Signed: _____

Dated: _____

**PERSON SPECIFICATION**

**Job Title:**     Teaching Assistant     **Grade: FMAT SC 3 (Level 2)/ FMAT Scale 5 (Level 3)**

| Attributes | Essential | Desirable |
|---|---|---|
| **Education and qualifications** | • NVQ Level 3 childcare related qualification (or equivalent) **(For Level 3 TA's)**<br><br>• Good numeracy and literacy skills, to GCSE Grade 4 minimum or equivalent | |
| **Experience** | • Some experience working and supporting children with SEND<br><br>• Good understanding of school policies and procedures relating to health and safety, behaviour, attendance, equality and safeguarding.<br><br>• Good understanding of the National Curriculum and the related assessments<br><br>• Good understanding of child development and learning. | |
| **Skills and abilities** | • Ability to effectively use ICT to support learning<br><br>• The ability to communicate effectively both orally and in writing<br><br>• Good personal organisation e.g. time management<br><br>• Ability to work independently and as part of a team<br><br>• Ability to show initiative in a range of situations<br><br>• Ability to work with tact and diplomacy | • Good I.C.T. skills |

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| | • Ability to interact positively with pupils, parents and colleagues<br><br>• Some experience of planning as part of a team<br><br>• Ability to work with considerable accuracy and attention to detail | |
| **Other** | • Ability to relate to and promote the ethos of the school<br><br>• Excellent attendance and punctuality<br><br>• The ability to converse at ease with parents/pupils and members of the public and provide advice in accurate spoken English | |
| **Training** | • Willing to undertake job related training | |
| **Safeguarding** | • FMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants | |