

JOB DESCRIPTION

School:	Smithdon High School part of West Norfolk Academies Trust
Job Title:	Teaching Assistant / Learning Support Assistant
Grade:	Support staff Scale C, Point 4 £11.98/hour Approx £ 16,315 / year(FTE of £23,114 /year)
Hours/weeks:	30.5 hours/week, 39 weeks/year (term time plus 1 week)
Responsible to:	SENCO
Working With:	Designated pupil/pupils SENCO Pastoral Support Officer Subject Teachers

Purpose of the Job

To take the lead within the school to address the needs of named pupil/pupils who need particular help to overcome barriers to learning. To manage the provision of support for students with special educational needs and contribute to termly and annual reviews. To advocate on behalf of named pupil/ pupils, implementing the strategies and advice included in the pupil's Education, Health and Care Plan or Learning Profile.

Responsibilities

Supporting the Pupil

- Assess the needs of pupil and use detailed knowledge and specialist skills to support pupils' learning
- Contribute to the planning and preparation of learning activities
- Encourage and promote the inclusion and acceptance of all pupils
- Develop and implement Learning Profiles
- Provide feedback to pupils and parents in relation to progress and achievement
- Undertake comprehensive assessments of pupils to determine those in need of particular assistance
- Promote and safeguard the welfare of all children and young people with whom contact is made in a professional context (within or outside of the Academy)

Supporting the Teacher

- Organise and manage appropriate learning environment and relevant resources
- Work with the Teacher in lesson planning, evaluating and adjusting plans as appropriate to meet the needs of the pupil
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide detailed and regular feedback to the teacher on pupil achievement, progress and other matters, e.g. Learning Profiles
- Contribute to behaviour management within the school and take charge of situations to allow the teacher to continue to work with the rest of the class
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Undertake support activities for the teacher as required
- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs

Job context and flexibility

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

West Norfolk Academies Trust is committed to safeguarding and promoting the welfare of children and young people and the post holder will share this responsibility, therefore appointments are subject to satisfactory references and an enhanced DBS check with barred list. Shortlisted candidates will be subject to an online search.

This post is exempt from the Rehabilitation of Offenders Act 1974 but Exceptions Order may apply.

PERSON SPECIFICATION

Qualifications	Essential	Desirable	How assessed
Level 2 English	✓		Appl/Ref
Level 2 Maths	✓		
Level 2 IT qualification		✓	

Experience	Essential	Desirable	How assessed
Experience of working with young people	✓		Appl/Int/Ref
Experience of working in a team	✓		
Experience of communicating with customers/clients		✓	

Skills, Attributes and Knowledge	Essential	Desirable	How assessed
Experience of developing Literacy and Numeracy	✓		Appl/Int/Ref
Demonstrate specific skills and qualities required to support named individual student	✓		
Skills and knowledge to deal with student safety and behaviour	✓		
Ability to work with teacher to plan lessons	✓		
Excellent teamwork skills	✓		
Effective communicator	✓		
Commitment to continued personal development	✓		
Ability to assimilate information quickly and prepare succinct summaries		✓	
Ability to work effectively under pressure	✓		
Demonstrate a commitment to equal opportunities	✓		
Ability to adapt resources to meet individual student needs	✓		
Ability to focus on standards and the belief that all students can succeed given the right opportunity and support	✓		
Good ICT skills		✓	

Personal qualities	Essential	Desirable	How assessed
Ambition for self and others	✓		Appl/Int/Ref
Genuine concern for others and student-focused	✓		
Positive Attitude to Work	✓		
Supporting positive mental health within the school	✓		
Decisive, determined and self-confident	✓		
Integrity, trustworthy, honest and open	✓		

Accessible and approachable	✓		
Excellent attendance and punctuality	✓		
Excellent interpersonal skills	✓		

Appl = Application form

Int = Interview

Ref = Reference