Severndale
Specialist Academy

# JOB DESCRIPTION

## *Teaching Assistant*

### Severndale Specialist Academy Vision:

Our children and young people are aged 2 ½ to 19 and have a range of learning difficulties. These include moderate, severe, complex and profound learning difficulties, those with autism, complex medical conditions and physical and mobility difficulties. A number of our young people present behavioral difficulties arising from their condition; many have communication difficulties.

### Purpose of the Post:

The main purpose of this post is to effectively provide teaching assistance to our students, ensuring that the direction of the teaching staff is carryout and implement agreed work, care and support programmes with individuals or groups. The successful candidate will be self-motivated and strive to inspire and achieve the very best outcomes.

### Personal Skills required:

- Organised with good time-management skills
- Excellent communication skills with students who have speech and language difficulties
- Ability to work independently and as part of a team
- Ability to monitor student progress
- Positive and enthusiastic when faced with challenges

### Duties and Responsibilities will include:

*Student Assistance*

- Attend to students personal needs, and assist with the development and implementation of Individual Education, Behaviour and Personal Care programmes
- Supervise and support students, ensuring their safety and access to learning
- Establish constructive relationships with students and interact with them according to their individual needs
- Promote the inclusion and acceptance of all students
- Encourage students to interact and work co-operatively with others, and engage in learning activities
- Within the context of teacher-led planning set challenging and demanding expectations for students and promote self-esteem and independence
- Provide feedback to students in relation to progress and achievement under the guidance of the teacher

*Teacher Assistance*

- Assist with the planning of learning activities
- Use strategies in liaison with the teacher to support students to achieve learning goals

- Prepare the classroom as directed for lessons and clear afterwards. Assist with the display of students work
- Ensure the timely and accurate design, preparation and use of specialist equipment, resources and materials
- Monitor students responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils achievement, progress and problems
- Maintain records as requested
- Administer routine tests, invigilate exams and undertake routine marking of students work, accurately recording achievement and progress
- Promote good student behaviour, dealing with challenging behaviour in line with established policy and individual plans and encourage students to take responsibility for their own behaviour
- Provide general clerical and administrative support

***Other Duties***

- Support students understanding through use of appropriate communication
- Undertake structured and agreed learning activities and teaching programmes, adjusting activities according to student responses
- Support students in using ICT and develop students competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans and relevant learning activities and assist students in their use
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes
- Accompany teaching staff and students, as appropriate on visits, trips and out of school activities and supervise small groups of students on specific educational visits

***Reporting***

- Line Manager: Class Teacher

**English Duty:**

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

**Benefits of the Post:**

1. The grade of the post is: Scale 3, Point 5 with a progression scale to Point 6
2. The hours of work are: 32.5 hours per week, Term Time plus 1 week per year
3. Continual Personal Development

The above job description does not define in detail all of the duties and responsibilities of the post in question. It may be necessary to re-evaluate areas of responsibility. After due consideration and discussion areas may be amended in consultation with the Principal.

The Learning Community Trust is committed to safeguarding and promoting the welfare of Children and young people. All post holders are subject to an enhanced DBS check (including a check on the children's barred list) for the successful applicant. References will be checked following the Learning

Community Trust recruitment and selection process. We are committed to equality and diversity and follow the Safer Recruitment practices as set out in the Statutory Guidance - Keeping Children Safe in Education. For more information regarding our schools commitment to safeguarding, please see our website for our school policies - https://severndaleacademy.co.uk/our-school/policies/