



Teaching Assistant

Job Description

Salary scale:	Scale 5, SCP 15-19 (£27,788-£30,099) pro rata – Actual (£22,187 - £24,032)
Hours:	Term Time Only + 5 Inset day, 34.5 hours per week (08:15am – 3.45pm Mon-Thurs, 3.15pm Fri)
Permanent / Temporary:	Permanent
Responsible to:	SENCO
Job purpose:	The purpose of the post is to work within the SEND Department to support the education, personal and social developments of identified students across the Academy. You will also demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community. The post holder will deliver a tailored curriculum to the groups and support individual learning for other students, in liaison with teaching staff.
Managing:	None

Key Responsibilities

Main Duties

- In class, to demonstrate an informed and efficient approach to support teaching and learning by adopting relevant strategies to support the work of the teacher
- Increase achievement of all students including, where appropriate, those with special educational needs and disabilities
- In class, promote, support and facilitate inclusion by encouraging participation of all students in learning activities.
- In small group and one to one support, increase the progress of students (literacy or numeracy based) by using relevant strategies (phonics and guided reading for literacy, numicon for numeracy)
- Under the guidance of the SENCO deliver the relevant resources to small groups of students
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role. For example, too assess students' progress using simple assessment protocols for guided reading, phonics and numicon
- To keep appropriate records, record progress and contribute to the evaluation of the literacy intervention programme
- To assist in the testing of students for example, the reading ages of SEND students and change interventions appropriately in consultation with the SENCO. Alternatively, test IYT students who have EAL needs
- To attend meetings and liaise with the SENCO

- To recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them
- Assist the SENCO in the review of IEPs for SEND students on a termly basis
- Run daily IDL programme for students with low literacy levels or dyslexia
- To attend open evenings and parents evenings as required
- To attend appropriate courses / training as required
- To carry out duties within the SEND Department such as Breakfast Club and Lunch Club
- Any other reasonable duties commensurate with this level of responsibility and post as directed by the SENCO

Note: The job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

General

- To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- Actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users.
- To participate in training and other learning activities and the academy's performance management process
- The post holder will be expected to work flexibly and carry out all duties in compliance with the academy policies

Support Staff

Our support team pride themselves on their professionalism and effectiveness.

Fulwood Academy has whole school staffing policies. Support staff have the same access to appropriate training courses as teaching staff. All academy personnel policies are equally applicable to support staff and teaching staff. Support staff are encouraged to play a full part in the academy community.

Personal qualities for all staff

Fulwood Academy is on a journey of rapid change. Sharing our vision, ambition and achievement for all, is vital. This is supported by a caring atmosphere where discipline and relationships are based on our 3 core values:

- We Care
- We Challenge
- We Commit

To support the academy and to your own success, we expect the following from the whole team:

- a commitment to the protection and safeguarding of children and young people;
- the ability to work as part of a developing team
- the ability to demonstrate a caring attitude to students and colleagues
- appropriate qualifications/or experience to competently carry out your role
- a willingness to pursue professional and personal development

All staff at Fulwood Academy are role models for children and are expected, therefore, to model good behaviour and conduct themselves in a way that is consistent with our expectations of our students.

Performance Management

To participate in the annual Performance Management process, agreeing targets linked to academy development plan, departmental and personal priorities.

Safeguarding Commitment

Fulwood Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All post holders at Fulwood Academy are subject to an Enhanced DBS check following the offer of a post, and any offer is subject to satisfactory checks being obtained.

PERSON SPECIFICATION

Teaching Assistant

	Essential	Desirable	Assessed by
Education, Qualifications, Training and Experience	<ul style="list-style-type: none"> • Experience of teaching small group interventions and tracking progress. • GCSE equivalent in Maths and English at grade C or above 	<ul style="list-style-type: none"> • Experience of working with students with Special Educational Needs. • Experience of teaching phonics or be willing to train in the teaching of phonics. • Hold a TA3 qualification 	Application
Skills and Abilities	<ul style="list-style-type: none"> • Good communication skills. • Good literacy skills. • Good numeracy skills. • A good role model for the students, smart in appearance and punctual. • The ability to work flexibly. • To be able to work well as part of a team. • Ability to develop positive relationships with the target groups. • Good ICT Skills. • Ability to deliver one to one and small group interventions. 	<ul style="list-style-type: none"> • Knowledge of record keeping systems. • Experience of working with children aged 11-16. • Experience of working in a school environment. 	Application Interview
Other	<ul style="list-style-type: none"> • Commitment to equal opportunities • A willingness to undertake additional training, keep up to date with developments 		Application Interview