

# Job Description

<b>POST TITLE:</b>	Teaching Assistant
<b>RESPONSIBLE TO:</b>	Principal
<b>LOCATION:</b>	Oasis Academy Ryelands
<b>DISCLOSURE LEVEL:</b>	Enhanced

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## JOB PURPOSE:

- Provide support for class teachers and help children with their educational and social development, both in and out of the classroom and, where appropriate, contribute to the day-to-day running of the Academy.
- To contribute to the provision for children within a class or year group.
- To contribute to the raising of the achievement of children in a class or year group and support them in making expected or better progress.
- To provide interventions such as Catch up Maths, SFA, word boxes etc.
- To contribute to the promotion of the well-being of children within the Academy.
- To promote and safeguard the welfare of children you teach or come into contact with.
- Responsible, as a member of staff, for promoting and developing a positive culture and to ensure diversity within the Academy community is recognised and respected.
- Raise pupil achievement by developing outstanding practice in liaison with the class teacher.
- Contribute to the development of the Academy's vision, values and aims and to abide by agreed professional behaviours and attitudes.
- To supervise children during breaks – both lunch and play
- Breakfast club duties on a rota system, if and when required.

## SPECIFIC RESPONSIBILITIES:

- Provide teaching support under the guidance of the class teacher, in small groups and, where necessary, for individual pupils and/or children with statements or additional needs in order to aid the teaching of all curriculum subjects.
- Assist in drawing up and undertaking the delivery of group or individual pupil learning programmes, either in withdrawal groups or within the classroom, to ensure delivery of the individual's targets, group targets and to support the meeting of whole school targets.
- Assist in drawing up and undertaking the delivery of the learning programmes, either in withdrawal groups or within the classroom, to ensure delivery of the specific areas of need such as E2L, underachievement, Induction, speech and language or SFA.
- Assist the teacher with observation and monitoring of the progress of children, maintaining accurate records in order to ensure documentation of all children, especially those children with interventions.

- Provide activities to promote positive behaviour patterns; raise self-esteem and improve independent working in children to assist in their education and growth.
- Assist the teacher where necessary with preparation and clearing away of the classroom and materials to ensure effective and efficient teaching.
- Supervise at Physical Education lessons, Lunchtimes and at playtimes to ensure the continued safety of children and support the development of social skills by planning, teaching and participating in playground games and activities.
- Supervise children in the dining area ensuring good standards of behaviour and manners and reporting any incidents of unacceptable behaviour to the Principal or other member of the Senior Leadership Team.
- Ensuring that all children are safely in the classroom at the beginning of the lesson.
- Ensure that all pupils clearly understand the instructions for the work set.
- Assist with the implementation of Individual Education/Behaviour Plans and Personal Care Programmes where necessary.
- Supervise and support pupils, maintaining good order and discipline and ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Monitor pupil's responses to learning activities and accurately record achievement/progress as directed.
- Clear away resources and materials after lessons.
- Supervision of children on some visits.
- Encourage the development of a positive attitude towards the Academy from all pupils.
- Undertake professional development and training activities as appropriate.
- Contribute to the achievement of and help to maintain the Academy mission, aims and values.
- Contribute ideas, opinions, and evaluations to support the preparation of the Academy improvement plan.
- Attend staff meetings, development days and team/teacher /TA meetings as directed by Senior Leadership Team.
- Respect confidentiality at all times.
- Act in accordance with the Equal Opportunity Policy, Health and Safety Policy and confidentiality guidelines.

### **Safeguarding children and young people**

Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

### **OTHER:**

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.**

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**

*This job description sets out the duties of the post at the time it was drawn up. The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to*



*carry out other relevant duties as directed by the Principal within the academy as may be reasonably expected. This is not a common occurrence and would not justify a reconsideration of the grading of the post.*

Post Holder Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

*This job description is identified for review with the line manager and post holder twelve months post signature date.*

Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# TA Person Specification

## Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

## Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the Education Charter document which accompanies this job description.

Attributes	Requirement	
	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>At least NVQ level 2 and GCSE/ O-level grade C English and Maths</li> </ul>	
<b>Knowledge, Experience, Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Some experience of working effectively in a learning / child care setting</li> <li>Skills of empathy, listening, communication and responding with appropriate language to build rapport with children and parents/ carers from a variety of ages, abilities and backgrounds.</li> <li>Aptitude to develop knowledge of the role within an education environment.</li> <li>Flexible, adaptable and positive attitude to working in a structured environment</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of the role of the class teacher, the parent or carer and external agencies in developing and maintaining an effective learning environment</li> <li>Current first aid certificate</li> <li>The ability to contribute effectively to the workload, planning, supervision and responsibilities of a team</li> <li>Ability to work on own initiative, including recognition of the appropriate level at which to refer issues elsewhere for effective resolution</li> <li>Proven communication and inter-personal skills evidenced by dealing</li> </ul>

	<ul style="list-style-type: none"> <li>• Communication skills to promote and develop effective working with children, colleagues and carers/agencies at an appropriate level to achieve understanding and constructive response</li> </ul>	<p>with a diverse range of contacts about potentially complicated and/or sensitive issues.</p>
<p><b>Work-related Personal Requirements</b></p>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and promoting the welfare of children and young people.</li> <li>• Willingness to undergo appropriate checks, including enhanced DBS checks.</li> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline</li> <li>• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.</li> <li>• Ability to maintain confidentiality.</li> <li>• Ability to reflect</li> <li>• Ability to demonstrate patience with firmness.</li> </ul>	