

JOB DESCRIPTION

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| Job Title | Higher Learning Teacher Assistant |
| Band/Job Group | Band E |
| Hours/Weeks | 37hrs per week, Term Time Only + 5 Training Days, Permanent |
| Special Conditions | |
| School | Victoria Park Academy |
| Responsible to | Head Teacher |
| Job Summary | |
| <ul style="list-style-type: none">To provide classroom support to pupils under the direction of the teacher (cover for classes up to 0.6 of a week). | |

Additional duties and responsibilities

1. Support to Pupils

Participation in the integration of children with special needs into the mainstream.

Language support to individuals/ groups where English is not the first language.

To facilitate the pupils development and skills in the use of resources including IT.

To maintain pupils' interests and motivation.

To support individual/group work across the curriculum to raise levels of achievement.

Care and welfare of pupils to include toileting and feeding as required.

2. Support to School

To undertake specialist work with individuals/ groups of pupils for which an additional qualification may be required.

Line management responsibilities under the overall direction of the Head Teacher.

Contribute to the professional development of non-teaching staff in school.

Undertake a period of duty during the school lunch break, subject to being given a reasonable rest period (normally not less than ½ hour).

Preparation of rooms, equipment and displays.

Maintain school routine.

To promote high standards of behaviour throughout school in accordance with Discipline and Behaviour Policy.

Support ethos of school.

Maintenance of safe environment.

3. **Support to Teachers**

Support for teachers with parents as part of normal consultative and educational process, eg parents evenings.

To deliver pre-planned programmes of work.

Planning and organisation of activities for children and support to teachers in the completion of assessment and other pupil records.

Undertaking duties on a rota basis during mid-morning and mid-afternoon breaks.

To assist the teacher with supervision of pupils on school trips/visits.

Keeping materials and equipment in tidy/safe manner.

Liaison with teachers and other staff to obtain, exchange and record information on pupils in accordance with school policy.

Support the supervision of individuals/groups of pupils.

4. **Support with Curriculum**

To contribute to the development of curriculum policies.

To assist in the teaching of the curriculum.

Support to teachers in the assessment and monitoring of pupils, in accordance with school policy.

Contribute to development of school policies and procedures as part of Key Stage team.

To support individual/ group work across the curriculum to raise levels of achievement and to respond appropriately to pupils.

Participation in working groups on curriculum matters.

Contribute to curriculum development as part of training days and at any ongoing review meetings.

Involvement in planning meetings.

Attendance at staff meetings and appropriate training sessions as required.

The post holder must at all times carry out his/her responsibilities with due regard to the school's policy, organisation and arrangements for Health and Safety at Work.

PERSONNEL SPECIFICATION

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| Sickness Absence and Disability | <p>A good attendance record. Candidates should have less than 4 absences in the last 6 months or not more than 10 days absence over the last 12 months prior to the closing date of the post.</p> <p>Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. (This information will be obtained from successful candidate after conditional offer of employment has been made).</p> |
| Qualifications | NVQ Level 3 in Childcare, BETC or NNEB (Qualified Teacher qualifications are welcomed) |
| Experience | <p>Experience of working with children with complex social needs (desirable)</p> <p>Experience of working with Primary children</p> <p>Knowledge and understanding of Equal Opportunities</p> <p>Knowledge of Health and Safety issues</p> <p>Knowledge and understanding of the Children Act</p> |
| Training | <p>Willing to undertake training as necessary</p> <p>Commitment to own personal development</p> |

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| Special Knowledge | <p>An understanding of child development and appropriate levels of childcare</p> <p>An awareness and understanding of parental involvement in raising pupil achievement</p> |
| Circumstances | <p>Ability to work when the school is open (Term Time working)</p> <p>Willingness to work flexibly to meet the requirements of the post</p> |
| Disposition | <p>Ability to motivate individuals to perform effectively</p> <p>Commitment to working in partnership with parents</p> <p>Awareness of and respect for, the needs of the individual child and their families, including multi-cultural and inclusive practices.</p> <p>Able to work with parents/carers and children in supportive, non-judgemental manner</p> <p>To maintain confidentiality at all times.</p> <p>Ability to work on own initiative</p> |
| Practical and Intellectual Skills | <p>Able to communicate effectively (orally and in writing)</p> <p>Ability to use IT technology</p> <p>Ability to maintain accurate records</p> |
| Legal Requirements | Enhanced DBS Check for Regulated Activity |