



Teaching Support Assistant

Location	Grove Academy
Responsible to	Academy Principal and Deputy Principal
Salary	Level 4 SCP 4 – 7 £21,189 - £22,369 <i>(actual salary £16,739 - £17,671)</i>
Hours of work	32.5 hours per week Term time only (39 weeks)
Contract type	Permanent

Job Purpose

To provide education support under the guidance of the teachers and senior leadership team.

Key Duties / Responsibilities

- To contribute to the planning and preparation of lessons and activities
- To plan how to contribute to lessons and provide feedback to pupils and colleagues on pupil's learning and behaviour within a framework set by a teacher
- To contribute to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests
- To contribute to the planning of opportunities for pupils to learn in out-of-school contexts, in accordance with our Academy policies and procedures
- To support teachers in evaluating pupils' progress through a range of monitoring and assessment activities
- To monitor pupils' responses to learning tasks and modify the approach accordingly
- To monitor pupils' participation and progress, providing feedback to teachers, and giving constructive support to pupils as they learn
- To contribute to maintaining and analysing records of pupils' progress
- To contribute to developing and maintaining children's information to support learning, including pupil passports, intervention records and other SEN documentation where appropriate
- To interest and motivate pupils and advance pupils' learning using clearly structured teaching and learning techniques
- To communicate effectively and sensitively with pupils to support their learning
- To use interventions and a variety of strategies in 1:1, small group and whole class situations, in line with our Academy's policy and procedures which contribute to a purposeful learning environment

- To advance pupils' learning in a range of classroom settings including working with individuals and groups when the assigned teacher is not present
- To organise and manage safely the learning activities, the physical teaching space and resources for which they are given the responsibility
- To promote and support the inclusion of all pupils, for example those with special educational needs, pupils from minority ethnic groups and those with disabilities, in the learning activities in which they are involved
- To recognise and respond to equal opportunities issues as they arise, including by challenging bullying or harassment, following relevant policies and procedures

Person Specification – Teaching Support Assistant

Knowledge and understanding requirements:

Understanding of a specialist area to support pupils' learning and ability to acquire further knowledge to contribute effectively and with confidence with classes of pupils.

Familiarity with our Academy curriculum, the age-related expectations of pupils, the main teaching methods and the testing/examination frameworks in the subjects and age ranges involved.

Achieved a qualification in Childcare to a standard of NVQ level 3.

GCSE grade C or above in English and Maths (or equivalent) is desirable.

Understanding of the aims, content, teaching strategies and intended outcomes of lessons and understand the place of these in the related teaching programme.

Knowledge of how ICT can be used to advance pupils' learning and can use common ICT tools.

Knowledge of the factors that can affect the way pupils learn and strategies that can be used to support them.

Achieved a qualification in English/Literacy and Mathematics/Numeracy equivalent to at least level 3 of the national qualifications framework.

Knowledge of a range of strategies to establish a purposeful learning environment and to promote progress in 1:1, group and whole class situations.

Awareness of the statutory frameworks relevant to the role.

Knowledge of the legal definition of Special Educational Needs (SEN) and are familiarity with the guidance about meeting SEN given the SEN Code of Practice