



Job Description for Teaching and Learning Assistant (TA2)

Job Title:	Teaching and Learning Assistant (TA2)
Contract Information:	Term Time Only <i>which includes 3 training days for those under 5 years service.</i> Permanent contract 32.5 hours per week (30 minute unpaid lunch daily)
Responsible to:	SENDCO
Responsible for:	N/A
Terms & Conditions:	NJC, Support Staff Terms and Conditions
Salary Range:	NJC Grade 3. Scale Point Range Points 5-6 Starting scale point is dependent on experience
Other:	1 months' notice period.

Background & Vision:

Our mission is to motivate and prepare our students for a rapidly changing world, by instilling in them the knowledge and skills needed to be successful in life, and to uphold our core values of Aspiration, Integrity and Respect.

Newhouse Academy is part of the Hollingworth Learning Trust family.

Values:

Our values are at the heart of what we do. These are:

Aspiration – Being ambitious and doing your best.

Integrity – Being honest and doing what is right.

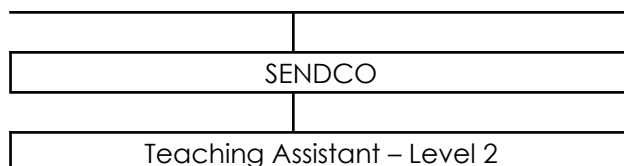
Respect – Being considerate and thinking of others.

Purpose of the Job:

- To be proactive and work with classroom teachers to raise the learning and attainment of students
- To promote students' independence, self-esteem and social inclusion
- To support students, individually or in groups, so that they can access the curriculum, take part in learning and develop academically.
- To promote the school ethos and culture through 'Our People'.

ORGANISATIONAL CHART

Headteacher



CONTROL OF RESOURCES

Personnel: n/a

Financial: n/a

Relationships (internal and external):

Internal:

1. Teaching and support staff within the school
2. Stakeholders of the school
3. Voluntary helpers
4. Students

External:

1. Parents/Carers
2. Visitors to the School

Health & Safety

The post-holder is responsible for their own health, safety and welfare and that of others within their care, in accordance with the school's policy and the Health and Safety at Work Act, 1974.

Training and Development

The post-holder will be responsible for assisting in the identification of and undertaking his or her own training and development requirements, in accordance with the school's Performance Management framework.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used. To adhere to rules and regulations relating to the use of ICT, email and internet/intranet access.

The operation of general office equipment, IT systems and the orderly storage of stationery/office supplies.

KEY DUTIES AND RESPONSIBILITIES:

It is expected at Level 2 that the post holder will work under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan to enable access to learning which will be in addition to undertaking the core duties outlined in the Level 1 job description.

1. Help to keep children safe by:

- preparing and maintaining a safe and hygienic environment
- dealing with accidents, emergencies and illness
- supporting the safeguarding of children
- encouraging children's positive behaviour

2. Provide support for learning activities by:

- supporting the teacher in planning learning activities
- supporting the delivery of learning activities
- supporting the teacher in the evaluation of learning activities
- promoting independence

3. Support children's development by:

- contributing to their development physically, emotionally and socially and the associated skills
- contributing to children's communication and intellectual development
- contributing to planning to meet children's development needs
- Adapting activities to promote progress and enable success.

4. Support literacy and numeracy development by:

- supporting students to develop their reading, writing skills, phonics and listening skills
- supporting students to develop numeracy skills and to use and apply mathematics

5. Support the use of information and communication technology for teaching and learning by:

- preparing and supporting the use of ICT resources for use in teaching and learning

6. Use information and communication technology to support students' learning by:

- Undertaking the preparation of ICT to support students' learning

7. Observe and report on student performance to inform the teacher's assessment and planning

- Undertaking student observations and preparing reports for key shareholders including the SENDCO, teachers and parents.

8. Prepare and maintain the learning environment by:

- preparing the learning environment and learning materials for use
- monitoring and maintaining the learning environment and resources

9. Provide displays by:

- Setting up, maintain and dismantling displays.

10. Promote positive behaviour by:

- implementing agreed behaviour management strategies
- supporting students in taking responsibility for their learning and behaviour
- To act as a positive role model to others.

11. Develop and promote positive relationships by:

- interacting with and responding to children and adults
- developing positive relationships with children and adults
- communicating effectively with children and adults
- supporting children in developing positive relationships

12. Provide effective support for your colleagues by:

- maintaining professional working relationships with colleagues
- developing your effectiveness in a support role

13. Support the development and effectiveness of work teams by:

- contributing to effective team practice
- contributing to the development of the SEND department and promoting team and collaboration.

14. Reflect on and develop practice by:

- reflecting on own professional practice
- taking responsibility for and participating in continuing professional development

- Acting on feedback given to improve and continually develop practice.

15. Support children's play and learning by:

- participating in activities to encourage communication and language
- providing opportunities for children's drama and imaginative play
- encouraging and supporting children to be creative in physical play
- creating a range of play opportunities to children
- supporting children's rights and choices in play
- encouraging children to explore and investigate

16. Support a child with disabilities or special educational needs by:

- supporting a child with disabilities or special educational needs by providing care and encouragement
- providing support to help the child to participate in activities and experiences
- supporting the child and family according to the procedures of the setting

In addition, the role may possibly include: -

17. Contribute to moving and handling individuals by:

- preparing children, environments and equipment for moving and handling
- enabling children to move from one position to another

18. Support individuals during therapy sessions by:

- preparing and maintaining environments, equipment and materials prior to, during and after therapy sessions
- supporting individuals prior to and within therapy sessions
- observing and providing feedback on therapy sessions

19. Invigilate tests and examinations by:

- preparing to run tests and examinations
- implementing and maintaining invigilation requirements
- All statutory training.

General Responsibilities:

- The post-holder must ensure, full commitment to the School/Trust vision, values and key priorities.
- The post-holder must perform their duties in accordance with the school's Equal Opportunities Policy.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of, support and ensure equal opportunities for all.
- To appreciate and support the role of other professionals.
- To contribute to the Academy/Trust ethos, aims and development/improvement plan.
- To attend meetings within the Trust, at its Academies and external events as required.
- To participate in training and other learning activities and performance development as required.
- To recognise own strengths and areas of expertise and use these to advise and support colleagues.
- To assist with the organisation, routines and upkeep of the working environment.
- To support with administrative duties as required.
- To maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Other duties, commensurate with the grade of the post.

- To work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times and reporting any concerns to the Designated Safeguarding Officer immediately.
- The post-holder will work across the Trust and spend time at each of the Academies, when required.
- The post-holder will be expected to carry out their duties with due regard to current and future Academy/Trust policies, procedures and relevant legislation. These will be drawn to the post-holder's attention during the recruitment process, induction, staff code of conduct, ongoing performance development and through Trust communications.

Newhouse Academy expects employees to work flexibly within the framework of the duties and responsibilities above. This means that the post-holder may be expected to carry out work that is not specified in the job description but which is commensurate with the grade of the role within the remit of the duties and responsibilities.

This job description will be reviewed to reflect the plans, growth and development of the academy.

Information for all applicants / post holders:

Newhouse Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

The successful candidate will meet the person specification criteria and consent to an enhanced DBS disclosure. We particularly welcome applicants from under-represented groups, including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

We follow a strict pre-employment process in line with Safer Recruitment / Keeping Children Safe in Education Guidelines. All appointments are subject to satisfactory pre-employment checks.

Signed	<i>Post holder</i>	Date
Signed	<i>Line Manager</i>	Date

