

<b>Post title</b>	Teaching Assistant
<b>Salary and grade:</b>	£14,100 - £17,700
<b>Reports to:</b>	Assistant Head/Subject Leads
<b>Base</b>	Broadstairs, Kent
<b>Hours</b>	37.5hrs Monday – Friday (08:30-16:30)

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### **Main purpose of the role:**

The post holder will work alongside Cross Keys Learning staff to deliver high quality teaching provision which will include:

Supporting learning in the classroom and participating in the implementation of personal learning plans (PLP's) or intervention programmes for Students as designed by the Head of Education/SENDCo or class teacher. Duties may include monitoring the progress of Students educationally and/or socially.

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### **Key duties and responsibilities:**

#### **Support the pupil by:**

- Participating in the implementation of Personal Learning Plans (PLP's) or intervention programmes for Students as designed by the Head of education/SENCo or class teacher. Duties may include monitoring the progress of Students educationally and/or socially.
- Provide teaching support in small groups or individually, with a focus on an agreed area of need identified in the learner/group PLP.
- Provide teaching support in small groups or individually via an intervention programme with a focus on an area of identified need to raise attainment.
- Liaise with the SENCo and/or class teacher to understand the objectives of each session.
- To provide support for individuals or groups within the class situation to enable them to participate fully in class activities; this may include occasional cover sessions for the Class Teacher.
- To support identified Students with emotional or behavioural needs and assist with the development of social skills to promote positive behaviour patterns, raise self-esteem, and improve independent working, in partnership with the SENCo and Behaviour Manager.
- To work with and deliver individual programmes designed by other professionals e.g., speech therapists, occupational therapists as necessary on prepared programmes of work/support both at the school site or off-site as necessary.

#### **Support the teacher by:**

**Assist teacher with observation and monitoring of progress of learner's, maintaining accurate records, to ensure documentation of all interventions with the children.**

- Maintain records of support as directed by Head of Education/ Deputy/Class teacher.
- Support teaching staff in the implementation of school behaviour policy and/or social inclusion support programmes.
- To attend regular liaison meetings with teacher to ensure good communication and continuity in pupil support.

- To assist in the preparation of learning materials where appropriate.
- To be prepared to work out of class with groups or individuals.
- To be prepared to cover the class because of teacher absence.

#### **Support the school by:**

- To attend meetings, as appropriate, with academic staff to maintain good communication.
- To be prepared to attend training/undertake professional development as identified in the school strategic improvement plan or because of staff review.
- To maintain a professional and discreet attitude always about Students, in terms of their learning/attainment, behaviour and emotional needs and personal circumstances.
- Participate and supervise students in off-site activities as directed by the Headteacher, and/or class teacher e.g., educational trips, walks etc. Supervise in Sports lessons and at break and lunch time to ensure continued safety of the students. This may also involve supervising from a safe distance some vulnerable Students if they abscond from the school site.

#### **Support the curriculum by:**

- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post, subject to the proviso that any significant, substantial, or permanent changes shall be incorporated into the job description in specific terms.

#### **Safeguarding:**

- Cross Keys Learning are committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area.

#### **Behaviour and Safety:**

- Establish a safe, purposeful, and stimulating environment for Cross Keys Learning students, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions, and rewards consistently and fairly.
- Manage classes effectively, using approaches which are appropriate to Students needs to inspire, motivate, and challenge.
- Maintain good relationships with Students, exercise appropriate authority, and act decisively when necessary.
- Be a positive role model and demonstrate consistently the positive attitudes, values, and behaviour, which are expected of Students.
- Have high expectations of behaviour, promoting self-control and independence of all Students.

#### **Team working and collaboration**

- Participate in any relevant meetings/professional development opportunities, which relate to the students, curriculum, or organisation of Cross Keys Learning.
- Work proactively and effectively in collaboration and partnership with Students, parents/carers, other staff, and external agencies.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of good practice.
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.

### **Fulfil wider professional responsibilities**

- Work collaboratively with others to develop effective professional relationships.
- Communicate effectively with parents/carers around Students' achievements and well-being using CKL systems/processes as appropriate.
- Make a positive contribution to the wider culture and ethos of CKL.

### **Administration**

- Register the attendance of and supervise Students, before, during or after school sessions as appropriate.
- Participate in and carry out any administrative and organisational tasks where appropriate.
- To complete daily behaviour logs, observation records, individual learning plans where appropriate.

### **Professional development**

- to Regularly review the effectiveness of your support/ teaching and assessment procedures and its impact on Students' progress, attainment, and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues.
- Be responsible for improving your support/ teaching through participating fully in training and development opportunities identified by management.
- Proactively participate with arrangements made in accordance with Staff Appraisal Policy.
- Keep up to date with current educational thinking and practice, both by study and by attendance at courses, workshops, and meetings.
- Take on any additional responsibilities which might, from time to time, be determined.

### **Other**

- To have professional regard for the ethos, policies, and practices of both Cross keys Learning, and maintain high standards in your own attendance, appearance, and punctuality.
- Perform any reasonable duties as requested by management.
- To actively promote equality and diversity and health and safety in all aspects of the role.

### **Note:**

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

### Person Specification – Teaching Assistant (TA)

Criteria	Essential	Desirable	Evidence Base/Mode of Assessment
Math's & English Level 2 (c) GCSE	✓		Application
Confident use of IT	✓		Application
Working towards a L2/L3 qualification for Teaching Assistants or equivalent		✓	Application/Interview
Evidence of working with Students who have SEMH for a minimum of 2 years		✓	Application
The ability to organise, plan and take responsibility; prioritising tasks and working to agreed deadlines	✓		Application/Interview
The ability to communicate clearly and effectively, both with colleagues and Students, verbally and in writing	✓		Application/Interview
The ability to always set appropriate examples for children	✓		Application/Interview
The ability to motivate, support and encourage Students to develop their self-esteem and interpersonal skills	✓		Application/Interview
The ability to listen and respond both responsibly and appropriately, with sensitivity	✓		Interview
The ability to manage children who display disruptive or challenging behaviour and to support staff in managing that behaviour	✓		Application/Interview
Ability to understand and implement National Minimum Standards & TA Standards	✓		Interview
Knowledge of and involvement with performance review	✓		Interview
Knowledge and Experience of procedures to safeguard the welfare of the students	✓		Interview
Sound in the knowledge and application of appropriate professional boundaries for school staff	✓		Interview
An ability to work within a team	✓		Application/Interview
Honesty, Integrity, Empathy, and humour	✓		Application
Commitment to the promotion of the concept of equal opportunities	✓		Application/Referees
A liking and genuine respect for young people who can sometimes be challenging.	✓		Application/Interview