Job Description: Teaching Assistant (Alternative Provision KS3 to KS4)
Responsible to: Pastoral lead
Salary: From £19,679 (actual pa) depending on experience
Salary Sale: LSEAT Harmonised 13 to 16
Contract type: Permanent
Hours: 32.5 hours per week/ 39 weeks per year (term time only)
Location: Bexhill on Sea

MAIN PURPOSE OF THE JOB:

To work under the instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

- Work under the guidance of teaching staff to assess and provide consistent support to pupils with social, emotional and behavioural difficulties to overcome the barriers to learning.
- To give each pupil a feeling of increased self-esteem and self-worth at East Sussex Skills Academy.
- To monitor the progress of the pupils across the curriculum and to ensure consistent and acceptable standards of work and behaviour.
- To identify obstacles to personal progress and attempt to overcome them.
- To develop good relationships with pupils and their parents/carers.
- To work in partnership with teaching and support staff across all sites.

KEY RESPONSIBILITIES OF THE JOB HOLDER:

The Teaching Assistant provides appropriate support and guidance for each pupil in their care. This will be based on personal knowledge of their circumstances, learning needs, achievements and aspirations.

EAST SUSSEX SKILLS ACADEMY

1. Engage fully with pupils in classrooms and all other learning areas and by working with small group and acting as a role model to lead to academic progress and social development.

2. Work one to one with pupils to improve progress and achievement.

3. Assist with assessment and the development of individual learning plans.

4. Contribute to the development of policy and good practice in specific related areas.

5. Establish productive working relationships with pupils, acting as role model and setting high expectations.

6. Promote the inclusion and acceptance of all pupils within the school environment.

7. Encourage pupils to interact with others and engage in activities led by themselves or the teacher.

8. Provide feedback to pupils in relation to progress and achievement.

9. Provide consistent support to all pupils responding appropriately to individual pupil needs.

10. Anticipate and manage pupil behaviour constructively, promoting self-control and independence in line with established school policy.

11. Support restorative practice strategies to improve pupil behaviour.

12. Record instances of interventions to improve behaviour and achievement.

13. Liaise with Senior Leadership Team, Inclusion Managers and Teachers, SENCo, and other relevant staff regarding pupils who are of concern.

14. To undertake any other reasonable duties, as requested by the Senior Leadership Team.

15. Be physically fit and prepared to undertake positive handling training with all staff as required by the SLT.

16. Be prepared to use, and support other staff, using positive handling techniques as a last resort in conflict management.

17. Comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.

18. Complete an apprenticeship degree appropriate to the role.

General:

The scope of this profile reflects the needs of the academy at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the academy change over time.

PERSON SPECIFICATION: Teaching Assistant

Qualifications:	Essential	Desirable
Good level of education to Level 2 or equivalent (including English & maths – or be willing to achieve this)	√	
Specialist qualification in youth work or related field		√

Knowledge and Experience:	Essential	Desirable
Experience in working with diverse groups, preferably in an educational setting		√
Experience of offering support, guidance and information to a diverse customer group	√	
Knowledge and understanding of the issues affecting students	√	
Knowledge of the internal and external services typically used by students and an awareness of any appropriate referral procedures		√
Experience of using a student tracking system i.e. Arbor		√

Skills and Competencies:	Essential	Desirable
Excellent front line customer service skills – patience, tact, sensitivity and good humour	√	

Proven initiative and creative problem solving skills	√	
An ability to relate to, and empathise with, students and backgrounds	√	
Ability to communicate with a wide range of individuals including students, staff at all levels and external organisations, both verbally and in writing	√	
A working knowledge of MIS (Arbor) and Microsoft Office packages, including Word, Excel and Outlook.		√
The ability to summarise information and highlight key features		√
Be able to deal with people in a calm and courteous manner	√	
The ability to work under pressure and to deadlines both independently and as part of a team	√	
The ability to work with discretion and maintain confidentiality	√	

Other Qualities:	Essential	Desirable
Well-organised and able to work autonomously	√	
Proven ability to motivate and inspire others	√	
Strong problem solving capabilities	√	
Effective presentation skills	√	
Professional and approachable	√	
Demonstrable teamwork	√	
Tactful and diplomatic	√	
Ability to work on own initiative and under pressure	√	
Flexibility in approaching work situations	√	
Personal integrity and honesty	√	
Ability to work confidentially	√	
A commitment to continuous professional development at both personal and team levels	√	
An understanding of, and commitment to, the academy's Equality and Diversity policies	√	
An understanding of, and commitment to, the academy's Health and Safety Policies	√	
The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	√	