

JOB DESCRIPTION – Teaching Assistant

Job title	Teaching Assistant
Grade/Salary	Band 2, SCP 3 - 4, £24,796 - £25,185 (Actual salary is calculated at £18,817.51).
Responsible to:	SENDCo
Responsible for:	Supporting young people to achieve their full potential by working closely with teachers to deliver high-quality learning experiences and providing tailored support across both key stages. The role includes helping to create an inclusive, engaging classroom environment and offering targeted assistance to a wide range of learners. You will also develop your skills and take on additional responsibilities as your strengths grow, playing an important part in the success of our school community.
Effective from:	Required as soon as possible

Ridgeway Secondary School Aims & Values:

Ridgeway Secondary School, a comprehensive school where students of all abilities can develop and thrive as individuals and as part of a community. We encourage all students to understand that belief in oneself, when combined the motto of being here means being better will lead to a successful future. We promote excellence in all that we do so that everyone at Ridgeway Secondary School can support the school aims in:

- Promoting high expectations of all
- Encouraging mutual respect, support and trust so that all can achieve their best
- Maintaining a place where honesty, openness and fairness lead to outstanding relationships
- Developing high levels of self esteem
- Ensuring belief, self-confidence and resilience is celebrated in our students
- Always aiming higher and being ambitious for the future
- Promoting high levels of wellbeing for all
- Developing curious citizens who can communicate effectively and embrace technology
- Demonstrating the Ridgeway Values in their day-to-day experience

It is paramount to the success of students that they are prepared fully for the challenges and opportunities that await them as they move on to post 16 life. We work hard to equip students with the skills and character attributes to thrive and make positive contributions to society. In a world where technology and social dynamics are ever evolving, we are committed to preparing students to embrace and adapt to change.

Our Mission: Developing the whole person: Academically, Physically, Socially and Mentally

General responsibilities and duties:

- Implement planned learning activities / teaching programmes as agreed with the teacher, adjusting activities according to students' responses and resolving related problems as appropriate.
- Participate in planning and evaluation of learning activities with the teacher for the session, day or week and providing feedback to the teacher on pupil progress and behaviour.
- Support the teacher in monitoring, assessing and recording pupil progress / activities.
- Provide feedback to students in relation to attainment and progress under the guidance of the teacher.
- Communicates with students to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary.
- Support learning by arranging/providing resources for lessons / activities under the direction of the teacher.
- Responsible for the careful and safe use equipment, such as play and standard ICT equipment.
- Support students in social, health and emotional well-being, drawing any problems which cannot be resolved to the attention of the teacher.
- Share information about students with other staff, parents / carers, as appropriate.
- Understand and support independent learning and inclusion of all students as required.
- Support students in developing and implementing their own personal and social development.
- Develop students by encouraging independence, self-discipline and resilience.
- Maintain confidentiality and adhere to safeguarding procedures.
- Break-time supervision.
- Demonstrate and adhere to the school's health and safety policies and procedures.
- Undertake any other tasks as reasonably required by the SLT.

Teaching Assistants in this role may also:

- Assist in the development of individual development plans for students (such as Individual Educational Plans).
- Support the work of other teaching assistants in the classroom.
- Support the use of ICT in the curriculum.
- Invigilate assessments and tests.
- Support with staff absence of covering lessons in teachers' absence.
- Assist in escorting and supervising students on educational visits and out of school activities.
- Demonstrate own duties to new or less experienced staff.

Other Duties

- To carry out the professional duties as reasonably requested by the Headteacher.
- To act as a role-model for students and other members of staff and represent the school in a manner consistent with its ethos and values.
- To ensure that all work with students underpins and promotes the school's ethos and values as reflected in the School's Aims & Values.
- To promote and safeguard the welfare of all students at Ridgeway Secondary School.
- To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training activities.

- To undertake such other duties/training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Academy's Health & Safety Policy.
- To attend school training days as required.

Commitment to Safeguarding Children:

Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with by:

- Having excellent knowledge of the school safeguarding policy and procedures regarding child protection.
- Becoming aware of the signs and symptoms of abuse by attending relevant safeguarding training.
- Understanding and support the school by attending training relevant to current national safeguarding issues such as The Prevent Duty, Child Exploitation, Female Genital Mutilation, Online Safety and you must adhere to the filtering and monitoring protocols.
- Reporting all causes for concern to the Safeguarding team using detailed and accurate information.
- Ensuring the safety of all students in the school learning environment both indoor and outdoor.
- It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead (or in the case of staff to report to the Headteacher).

School Ethos:

- To play a full part in the life of the school community, to support its values and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To comply with the school's GDPR policy
- To comply with the school's Code of Conduct for employees.

Equalities

- To understand and comply with the Equality Information and Objectives Policy.
- The Trust is committed to the promotion of equal opportunities and diversity.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Signatures:

The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the

job requirements which are commensurate with the job title and grade. The job description should be seen as enabling rather than restrictive and will be subject to regular review.

Special Requirements:

An enhanced Disclosure and Barring Service (DBS) check and references will be requested in the event of a successful applicant. Where applicable, a prohibition from teaching check will also be completed.

Signed
(Issued by - Headteacher)

Signed
(Received by – staff member)

Dated

Dated

Person Specification

Teaching Assistant

Qualifications:

- Demonstrate levels of numeracy and literacy equivalent to GCSE (9 – 4 / A-C)

Knowledge

- Relevant experiencing of working with children, either paid or in a voluntary capacity.
- Knowledge of Safeguarding and other child-related legislation
- An understanding of the needs of children.
- Knowledge of the roles played by various adults in a child's education.
- Awareness of and commitment to inclusion, SEN and the support of all children, whatever their needs.

Skills and Experience

- Ability to establish good working relationships and effective teamwork
- Willingness and ability to embrace change
- Good communication skills
- Excellent role model for staff and students
- Ability to generate ideas
- Assured communication skills
- Able to listen and empathise
- Ability to use own initiative
- The ability to scaffold knowledge and skills to meet the individual needs of the child
- Attention to detail
- Excellent ICT skills

Personal Qualities

- Ability to motivate and inspire students
- Highly motivated and organised
- Enthusiastic and committed to support others beyond the school day
- A forward-thinking approach
- A passion for learning
- Ability to be reflective and self-critical
- Display calmness under pressure and have a sense of humour
- Ability to meet deadlines
- Drive, adaptability and resilience
- Ability to be discrete and understand professional boundaries

Other Requirements

- Enhanced DBS Disclosure
- Ability to understand and demonstrate a commitment to equality and diversity
- Appropriate level of safeguarding training